

**MONTEREY PARK BRUGGEMEYER LIBRARY
BOARD OF TRUSTEES
AGENDA**

**Regular Meeting
Friends Room, Monterey Park Bruggemeyer Library
318 S. Ramona Avenue, Monterey Park, CA 91754**

**TUESDAY
May 15, 2018
7:00 P.M.**

MISSION STATEMENT

*The mission of the Monterey Park Bruggemeyer Library is to meet the cultural, educational,
and informational needs of the residents of the City of Monterey Park
by providing free and open access to its resources and services*

Documents related to an Agenda item are available to the public inspection in the Library Administrative Secretary's Office located at 318 S. Ramona Avenue, Monterey Park, CA 91754 during normal business hours and on the City website at <http://www.montereypark.ca.gov/>

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on an Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak for more than a total of 10 minutes. The President of the Library Board of Trustees, as confirmed by the Library Board, may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Library Administrative Secretary, (626) 307-1269 at least 24 hours before a meeting for reasonable accommodation. The library and the Friends Room are wheelchair accessible.

CALL TO ORDER President of Library Board of Trustees at 7:00 p.m.

FLAG SALUTE Vice President of the Library Board of Trustees

ROLL CALL David Barron, Betty Morin, Jason Dhing, Gloria Guerrero, Andrew Yam

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

PUBLIC COMMUNICATIONS – (Related to items NOT on the Agenda) While all comments are welcome, the Brown Act does not allow the Library Board of Trustees to take action on any item not on the agenda. The Library Board of Trustees may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Library Board of Trustees' subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

1. ORAL AND WRITTEN COMMUNICATIONS

2. APPROVAL OF MINUTES

It is recommended that the Library Board of Trustees:

- (1) Approve the minutes from the regular meeting of April 17, 2018
- (2) Take such additional, related, action that may be desirable.

3. CONSENT AGENDA - APPROVAL BY MOTION

Items on the Consent Agenda are considered to be routine, ongoing business and will be enacted by one motion. There is no separate discussion on consent items unless a Library Trustee so requests, in which event the item is removed from the Consent Agenda and considered separately.

FINANCIAL REPORTS AND EXPENDITURES

a. RECEIPT AND EXPENDITURE REPORT:

Monthly Expenditure Summary Report by Object as prepared by Management Services

b. TRUST AND AGENCY ACCOUNT REPORT:

Monthly report on Balances in Library Trust and Agency Accounts

c. LIBRARY FINES REPORT:

Monthly report on fines collected by the library

It is recommended that the Library Board of Trustees:

- (1) Approve the financial reports and expenditures; and
- (2) Take such additional, related, action that may be desirable.

4. CITY LIBRARIAN'S REPORT

5. PRESIDENT'S REPORT

NEW BUSINESS

6. COMPUTERS FOR CIRCULATION

Proposal to replace failing computers in Circulation division with payment from Automation trust account

It is recommended that the Library Board of Trustees consider:

- (1) Approving the proposed purchase; and
- (2) Take such additional, related, action that may be desirable.

7. FURNITURE FOR FRIENDS ROOM

Proposal to replace broken/damaged tables in Friends Room with payment from Building trust account

It is recommended that the Library Board of Trustees consider:

- (1) Approving the proposed purchase; and
- (2) Take such additional, related, action that may be desirable.

UNFINISHED BUSINESS

8. FISCAL YEAR 2018/19 BUDGET

Further discussion of the proposed preliminary library budget for fiscal year 2018/19

It is recommended that the Library Board of Trustees:

- (1) Review the proposed preliminary budget for fiscal year 2018/19; and
- (2) Take such additional, related, action that may be desirable.

COMMISSION/BOARD COMMUNICATIONS

Announcements and Agenda items for the next regular or a special meeting from Library Board members

ADJOURNMENT

The next meeting is scheduled for June 19, 2018 at 7:00 P.M. in the Friends Room.



Library Board of Trustees Staff Report

DATE: May 15, 2018

AGENDA ITEM NO: 2

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Approval of Minutes

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the minutes from the regular meeting of April 17, 2018; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

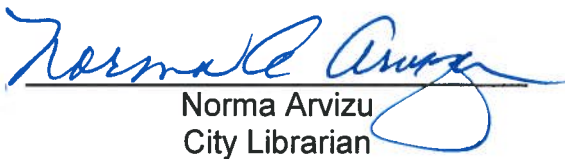
BACKGROUND:

None

FISCAL IMPACT:

NoneP

Respectfully submitted by:


Norma Arvizu
City Librarian

Prepared by:


Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. April 17, 2018 regular meeting minutes

ATTACHMENT 1

Minutes

Regular Meeting

April 17, 2018

**MINUTES
MONTEREY PARK BRUGGEMEYER LIBRARY
LIBRARY BOARD OF TRUSTEES
Regular Meeting**

April 17, 2018

The Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park held a regular meeting of the Board in the Friends Room located at 318 S. Ramona Avenue in the City of Monterey Park on Tuesday, April 17, 2018 at 7:00 p.m.

CALL TO ORDER:

Trustee Barron called the meeting to order at 7:03 P.M.

FLAG SALUTE:

Trustee Morín led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:

David M. Barron, Betty Morín, Jason Dhing, Gloria Guerrero and Andrew Yam

ALSO PRESENT:

Norma Arvizu, City Librarian; Gwen Kishida, Administrative Secretary
Larry Sullivan

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION:

PUBLIC COMMUNICATIONS:

Larry Sullivan spoke to the Library Board of Trustees to promote the upcoming Lions Club Breakfast to be held on Saturday, May 19 from 8:00 to 10:00 a.m. at Fire Station #61. The Lions Club is raising funds to subsidize its annual Eye Screening Program. The event is being held in conjunction with Fire Service Day hosted by the Monterey Park Fire Department and Firefighters Association. That event will run from 8:00 a.m. to 2:00 p.m. and include live demonstrations, family activities and free hot dogs.

1. ORAL AND WRITTEN COMMUNICATIONS:

None

2. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the regular meeting of March 20, 2018

Trustee Morín noted that on page 3, agenda item #5, President's Report, she thought that Trustee Barron stated that he wanted to meet with the City Manager **without** City Librarian Arvizu present, not with as included. Trustee Barron agreed that this was correct.

Trustee Barron asked for further information about the report that the City's Finance Division had requested to borrow the laptops which the library will soon purchase with funding from a grant. City Librarian Arvizu stated that she had been unaware that the City had requested using the laptops for future training sessions. The grant guidelines do not allow

the library to lend the laptops as they must remain in the library at least until after the expiration of the grant in January 2019. City Librarian Arvizu stated that she had invited the City to conduct their training sessions using the laptop in the library.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of March 20, 2018 as revised.

MOTION: Moved by Trustee Dhing and seconded by Trustee Yam.
Motion carried by the following vote:

AYE: Trustees Barron, Morín, Dhing, Guerrero and Yam
NO: None
ABSTAIN: None
ABSENT: None

Approve the minutes from the special meeting of March 28, 2018

Action Taken: The Library Board of Trustees approved the minutes from the special meeting of March 28, 2018 as presented.

MOTION: Moved by Trustee Morín and seconded by Trustee Dhing.
Motion carried by the following vote:

AYE: Trustees Barron, Morín, Dhing, Guerrero and Yam
NO: None
ABSTAIN: None
ABSENT: None

3. CONSENT AGENDA:

- a. Receipt and Expenditure Report**
- b. Trust and Agency Accounts Report**
- c. Library Fines Report**

Action Taken: The Library Board of Trustees approved the Consent Agenda.

MOTION: Moved by Trustee Dhing and seconded by Trustee Yam.
Motion carried by the following vote:

AYE: Trustees Barron, Morín, Dhing, Guerrero and Yam
NO: None
ABSTAIN: None
ABSENT: None

4. CITY LIBRARIAN'S REPORT:

City Librarian Arvizu reported that the Kiwanis Club has pledged a sizable donation to the Monterey Park Library Foundation later in the year. The Kiwanis Club has also offered to

donate simultaneous translation machines to assist staff in helping patrons who speak other languages. A presentation will be made to the library management team so they can assess if this device will be useful and viable. Trustee Yam requested that the Library Board also be briefed on this. City Librarian Arvizu noted that staff in the City are paid extra to do written or verbal translations or such projects are sent out to an outside agency which charges a fee.

City Librarian Arvizu reported that the Library Foundation expects to have 32 tables at its annual fundraising Gala on April 27.

City Librarian Arvizu will attend the upcoming Personnel Board meeting to request reclassification of the Literacy Program Administrator position. As reported previously, there have been several unsuccessful recruitments trying to fill the vacant Literacy Program Administrator position. A survey of other libraries resulted in finding that most do not require a Master's degree or teaching credential for such a position. A Bachelor's degree or minimum two years experience overseeing a program is the standard. City Librarian Arvizu stated that the reclassification will not affect the integrity of the LAMP program. It will still be overseen by State and Federal agencies due to its funding. Once the reclassification is approved, Human Resources will conduct a new recruitment for the position of Adult Literacy Program Coordinator.

LAMP Passport Services has initiated offering appointments on Sundays, which has been a huge success. Staff will be accepting applications without appointments in City Hall in conjunction with the Cherry Blossom Festival on April 21 and 22.

City Librarian Arvizu attended the annual Day in the District meeting with State Senator Ed Hernandez. Libraries meet with their local legislators every year to encourage them to support libraries in particular library funding and demonstrate how important libraries are to their communities.

The budget hearings for fiscal year 2018/19 have been rescheduled to May 30, 31 and June 4 from 6:00 to 9:00 p.m. in the City Hall Council Chambers. It is unknown as of now which night the library budget will be presented. Trustee Yam asked, if the Library Board decides to appeal for more funding for the library, whether the appeal should be made during this presentation. City Librarian Arvizu stated that would be the appropriate time.

Trustee Morin commended the library on building a partnership with East Los Angeles College on the programs presented for Women's History Month. City Librarian Arvizu credited Adult/Reference/Teen Services Senior Librarian Cindy Costales for her outreach.

5. PRESIDENT'S REPORT:

Trustee Barron stated that he did not have a report.

City Librarian Arvizu noted that Trustee Morin's current term will expire in June 2018. They will request that the City advertise the vacancy to recruit candidates. Trustee Barron noted that Trustees serve until replaced, so Trustee Morin could serve longer depending upon the responses and when the City Council schedules interviews of candidates. He asked that the

library also promote the recruitment. Trustee Barron congratulated the Board members for all filing the required Form 700 on time.

NEW BUSINESS

6. FISCAL YEAR 2018/19 PRELIMINARY BUDGET DRAFT

City Librarian Arvizu reported that she had met on April 3 with City Manager Ron Bow and Director of Management Services Annie Yaung regarding the proposed budget for fiscal year 2018/19. City Librarian Arvizu presented the request for additional funding for the library but the City did not respond favorably.

City Librarian Arvizu stated that when drafting the library budget for fiscal year 2018/19, she assumed that the target funding amounts were for seven days of operations. In actuality, the City provided funding for only six days of operations – the library only learned this at this meeting. Therefore, any request for additional funding to allow the library to remain open seven days would not be for \$59,000 but instead for \$150,000. It was reiterated that Measure C was originally passed by voters to allow the library to be open seven days. With voters not approving Measure LL, it indicates that the community does not consider that a priority. The City Council already approved an additional allocation of \$120,000 for the library, taking that money from the Public Works Department which would have used the funding for its own community project. The \$120,000 will be used to cover expenditures that Measure C had previously funded which now must be funded through General Fund. The library would need the additional \$150,000 in addition to the \$120,000 already allocated to maintain a seven-day schedule.

City Librarian Arvizu was told that the library could not shift hours from Sunday to Friday. She thought that this would be possible and could maintain the same number of public hours. However, with the budget allocation from the City predicated on being open only six days, there must be a reduction in public hours to create a reduction in operating costs.

Trustee Barron asked if the Library Board could decide the scheduled hours the library is open. City Librarian Arvizu stated that the library can only be open 40 public hours. The Library Board can recommend an alternative schedule but must take into account personnel availability and employee MOUs. Full-time staff must have a 40 hour work week and should have two consecutive days off. Because of lack of funding, the library will lose potentially 11 part-time staff. Available staff must be able to cover any schedule. Although not optimal, closing Sundays is the best option considering factors involved. Trustee Barron asked if the library could open Sunday and close Wednesday. City Librarian Arvizu reiterated that staffing does not allow this – full-time staff would not have two consecutive days off, hurting productivity and morale, and the loss of Wednesdays would reduce the amount of hours open to the public (the library is open eight public hours on Wednesdays).

Trustee Barron suggested closing the Children's area and only keeping the Adult area open to save on staffing.

Trustee Yam asked if the library could expand on Friday or Saturday to keep programming and request a smaller amount of additional funds. City Librarian Arvizu stated that funding

does not support being open even four hours on Sunday. Expanding any other day would increase costs and is not supported by the budget.

The library is already operating with reduced staffing. Covering seven days stretches existing staff very thin. With the loss of Measure C revenue, the library will lose potentially 11 part-time staff. This will increase the already heavy burden on remaining full-time and part-time staff. Trustee Barron suggested losing full-time staff and having more part-time staff. City Librarian Arvizu reiterated that full-time staff are protected and cannot be terminated without cause and due process. Full-time staff are professionals and paraprofessionals and have years of experience in libraries and have built relationships with this community.

Trustee Morín noted that City Librarian Arvizu came in at a difficult time and ever since had to manage a budget that continues to be not enough for the library's needs. City Librarian Arvizu stated that she joined the staff when the library was open seven days but like other staff experienced the need to close two days and the loss of 33 part-time staff due to budgetary constraints. Under City Librarian Arvizu's direction and better economic conditions, the library has increased hours gradually until it regained seven days of operation. However, it lost a full-time position in Circulation which has never been reinstituted and never regained its previous complement of part-time staff.

Trustee Barron asked if staff had tried to think of ways to produce additional revenue to fund operations. Trustee Morín stated that she assumed that staff had already tried to think of additional funding sources. Trustee Barron asked if passport application fees could be applied elsewhere. He also brought up room rental fees and the Friends Bookstore. City Librarian Arvizu stated that staff continually apply for grants. Regarding passport services, the Library Board approved the revenue going to LAMP as that division's staff members were the only ones willing to take on the program. The Library Board also approved that revenue from materials fees for LAMP classes would go to LAMP as not only are staff doing the work related to the classes but there is always uncertainty regarding grant funding. LAMP needs the materials fees revenue to support its part-time staff as they are funded through grants and never through General Fund or Measure C.

Trustee Barron asked who controls the fines that the library collects. City Librarian Arvizu stated that fees and fines go into the General Fund. With Measure C, the library used to receive a minimum of 5.3% of the General Fund but that guarantee is expiring with Measure C. City Librarian Arvizu said that she could check to see if the library has the authority to decide if they can keep fees in the library.

Trustee Morín stated that she did not think that it was financially sound to hire employees based on anticipated revenue that would be unpredictable. Trustee Barron said that part-time staff are at will and can be released if funding is unavailable. They also come and go. Trustee Guerrero noted that part-time staff are not a long-term solution.

Trustee Yam acknowledged the limited budget, the suggestions made with the intent to find solutions and the staff who have doing an excellent job despite the situation. He suggested creating a sub-committee to look for options including more funding.

City Librarian Arvizu reiterated that Measure LL was defeated, indicating that not enough voters in the community considered keeping the library open seven days necessary. Once the parcel tax was not renewed, the library did not have the funding to remain open seven days a week. The budget provided by the City will only allow for six days of operation. The library could keep Sunday open and close Saturday, allowing for a Sunday through Friday schedule. City Librarian Arvizu noted that Sunday is not the busiest day of the week – there is more traffic Monday through Thursday. Attendance does drop on Friday and Saturday.

Trustee Guerrero asked if closing a day would provide an incentive to voters if another ballot measure is run. City Librarian Arvizu said that would depend upon the campaign effort. She noted that there would not be another City election until 2020. Putting a ballot measure in a General Election is expensive. Trustee Guerrero agreed that she would not want to hurt the City.

Trustee Guerrero said that she would accept closing on Sunday as she would not want to place a bigger burden on staff and funding is not available anyway.

Trustee Dhing stated that although the Library Board has oversight over library policies and finances, he thinks that staff understand day to day operations best. He assumes that staff has already tried to manipulate all of the data and investigated all possibilities. He did ask for attendance numbers for each day. However, Trustee Dhing stated that he would accept closing whichever day that City Librarian Arvizu recommends. It is not the Library Board's role to govern daily operations – their purview is more policy-related.

Trustee Barron asked about overdue fines for DVD rentals. City Librarian Arvizu said that new releases are purchased with funding from the Library Foundation. After six months, these go into the regular collection. Fines go into the General Fund.

City Librarian Arvizu stated that she had submitted a proposed budget which the Library Board approved. This budget was based on funding for six days of operation. If the Library Board wants to change the days of operation, they can make a recommendation and present this to the City Council. Trustee Yam asked if the library could change the hours which it is open. City Librarian Arvizu said that this was possible but the changes would have to stay within the 40 public hours of operation and account for staff schedules.

Trustee Yam stated that he is sure that staff did its due diligence in looking for options. The only way to get a sizable chunk of funding that can be counted on is through additional funding approved by the City Council. With the information presented, Trustee Yam thought it likely that the library will have to close a day. He asked if it would be feasible to extend Friday or Saturday since it is cheaper to extend a day that the library is already open. City Librarian Arvizu stated that her original plan was to close Sunday and extend Friday but she was told that the library must eliminate those four hours to stay within budget. They must reduce overhead expenditures and must be open only 40 public hours. There are still costs involved in keeping the building open.

Trustee Yam asked if the budget could remain on the agenda for the next meeting. Trustee Barron asked if there would be additional information forthcoming. City Librarian Arvizu

said that she would keep the Library Board informed of any new developments. Trustee Barron said that they should keep the budget on the agenda for the next meeting as an ongoing discussion until the matter is resolved.

7. CONDUCT POLICY

City Librarian Arvizu stated that recent incidents spurred the need to address the Conduct Policy and make revisions to it. One addition is a section on service dogs and support animals. The Assistant City Attorney has reviewed the proposed revisions to the Conduct Policy and has approved it.

Trustee Morín noted that on page 2, #13, regarding physical, sexual or verbal abuse and harassment, etc. she thought that the language should be stronger. Trustee Yam agreed. They suggested the statement *Sexual abuse in any form is punishable by law and will not be tolerated.*

Trustee Morín suggested adding a prohibition on overnight parking as well as loitering and camping. City Librarian Arvizu agreed that the City does prohibit this and staff inform the Police. Trustee Barron stated that there are no signs about this in the parking lot. City Librarian Arvizu said that she would ask the City.

Trustee Dhing noted that panhandling, begging, distributing or selling merchandise or soliciting is prohibited in the library – he suggested adding “on library grounds.”

Action Taken: The Library Board of Trustees approved the revised Conduct Policy with additional revisions.

MOTION:	Moved by Trustee Guerrero and seconded by Trustee Morín. Motion carried by the following vote:
AYE:	Trustees Barron, Morín, Dhing, Guerrero and Yam
NO:	None
ABSTAIN:	None
ABSENT:	None

ANNOUNCEMENTS/COMMISSION COMMUNICATIONS:

Trustee Dhing reminded the Library Board that the Library Foundation Gala would be held on April 27 at Luminarias Restaurant.

Trustee Guerrero noted that the City’s Cherry Blossom Festival would be held on April 21 and 22 in Barnes Park.

City Librarian Arvizu announced that there is a plan to move the Farmers Market to St. Stephens.

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 8:43 p.m.

City Librarian

DRAFT



Library Board of Trustees Staff Report

DATE: May 15, 2018

AGENDA ITEM NO: 3

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Consent Agenda

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the financial reports and expenditures; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Attached are the Receipt and Expenditures Report, the Trust and Agency Account Report and Library Fines Report for April 2018.


BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:


Norma Arvizu
City Librarian

Prepared by:


Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Receipt and Expenditures Report for April 2018
2. Trust and Agency Account Report for April 2018
3. Library Fines Report for April 2018

ATTACHMENT 1
Receipt and Expenditure Report
April 2018

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 03/01/2018 TO 03/31/2018

75.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	179,076.00-	14,035.37	131,608.51	0.00	47,467.49-	73.5 0010
11300 PART TIME SALARIES	39,240.00-	4,164.12	34,730.29	0.00	4,509.71-	88.5 0010
11500 SEPARATION BENEFITS	10,401.00-	866.75	7,800.75	0.00	2,600.25-	75.0 0010
12200 LIFE INSURANCE	359.00-	3.90-	292.50	0.00	66.50-	81.5 0010
12300 MEDICAL INSURANCE	17,719.00-	0.00	12,791.84	0.00	4,927.16-	72.2 0010
12350 MEDICARE INSURANCE	2,578.00-	263.91	2,433.32	0.00	144.68-	94.4 0010
12370 PART TIME RETIREMENT	1,569.00-	129.57	1,066.66	0.00	502.34-	68.0 0012
12400 DENTAL INSURANCE	1,221.00-	0.00	915.12	0.00	305.88-	75.0 0010
12500 WORKERS COMPENSATION	3,073.00-	256.08	2,304.76	0.00	768.24-	75.0 0010
12600 RETIREMENT	51,010.00-	4,231.47	40,009.91	0.00	11,000.09-	78.4 0012
12900 LONG TERM DISABILITY	792.00-	0.00	594.00	0.00	198.00-	75.0 0010
12950 VISION PLAN	436.00-	0.00	326.88	0.00	109.12-	75.0 0010
Object 1000 Total	307,474.00-	23,943.37	234,874.54	0.00	72,599.46-	76.4
21250 OFFICE PAPER PRODUCTS	450.00-	0.00	165.12	0.00	284.88-	36.7 0010
21350 OTHER OFFICE SUPPLIES	5,500.00-	214.86	2,145.38	0.00	3,354.62-	39.0 0010
22150 CLEANING & SANITATION SUPPLIE	9,963.00-	768.69	6,329.01	0.00	3,633.99-	63.5 0010
Object 2000 Total	15,913.00-	983.55	8,639.51	0.00	7,273.49-	54.3
31700 DATA PROCESSING	10,224.00-	803.00	7,227.00	0.00	2,997.00-	70.7 0010
31700 DATA PROCESSING	10,864.00-	0.00	0.00	0.00	10,864.00-	0.0 0131
31950 OTHER PROFESSIONAL SERVICES	2,500.00-	0.00	0.00	0.00	2,500.00-	0.0 0010
32050 TELEPHONE	5,000.00-	519.86	2,521.01	0.00	2,478.99-	50.4 0010
32150 TECHNOLOGY CHARGES	5,106.00-	425.50	3,829.50	0.00	1,276.50-	75.0 0010
32150 TECHNOLOGY CHARGES	5,678.00-	473.17	4,258.49	0.00	1,419.51-	75.0 0131
32200 POSTAGE	1,000.00-	20.68	634.52	0.00	365.48-	63.5 0010
33100 MILEAGE AND PARKING	1,500.00-	0.00	258.88	0.00	1,241.12-	17.3 0010
33200 CONFERENCES/SEMINARS	1,370.00-	0.00	335.70	0.00	1,034.30-	24.5 0010
36100 ELECTRICITY	97,000.00-	4,631.95	72,023.78	0.00	24,976.22-	74.3 0010
36100 ELECTRICITY	16,390.00-	631.63	9,821.41	0.00	6,568.59-	59.9 0131
36200 GAS SERVICE	7,160.00-	459.90	1,337.01	0.00	5,822.99-	18.7 0010
38100 REPAIRS & MTC BUILDINGS	11,178.00-	0.00	539.29	0.00	10,638.71-	4.8 0010
38400 R&M MACHINERY AND EQUIPMENT	11,520.00-	0.00	4,105.44	0.00	7,414.56-	35.6 0010
38400 R&M MACHINERY AND EQUIPMENT	3,000.00-	853.33	7,679.97	0.00	4,679.97	256.0 0131
39250 PRINTING & DUPLICATING	500.00-	0.00	43.80	0.00	456.20-	8.8 0010

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 03/01/2018 TO 03/31/2018

75.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION PERIOD TO DATE	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
39300 DUES/MEMBERSHIPS	3,150.00-	229.00-	79.00-	0.00	3,229.00-	-2.5 0010
Object 3000 Total	193,140.00-	8,590.02	114,536.80	0.00	78,603.20-	59.3
41100 SERVICES/OTHER GOVT. AGENCIES	3,000.00-	0.00	0.00	0.00	3,000.00-	0.0 0010
42200 LEASE PRINCIPAL PAYMENT	372,517.00-	0.00	184,500.88	0.00	188,016.12-	49.5 0131
42240 LOAN INTEREST	10,679.00-	0.00	7,096.44	0.00	3,582.56-	66.5 0131
Object 4000 Total	386,196.00-	0.00	191,597.32	0.00	194,598.68-	49.6
DEPARTMENT: 6001 TOTAL	902,723.00-	33,516.94	549,648.17	0.00	353,074.83-	60.9

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 03/01/2018 TO 03/31/2018

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

75.0% YEAR COMPLETE

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	241,223.08-	18,065.55	170,829.60	0.00	70,393.48-	70.8 0010
11300 PART TIME SALARIES	0.00	0.00	1,430.40	0.00	1,430.40	0.00 0010
11300 PART TIME SALARIES	31,214.00-	838.99	12,225.87	0.00	18,988.13-	39.2 0131
11500 SEPARATION BENEFITS	14,446.00-	1,203.83	10,834.51	0.00	3,611.49-	75.0 0010
12200 LIFE INSURANCE	468.00-	0.00	468.00	0.00	0.00	100.0 0010
12300 MEDICAL INSURANCE	33,569.00-	0.00	25,180.05	0.00	8,388.95-	75.0 0010
12350 MEDICARE INSURANCE	3,389.00-	257.42	2,522.01	0.00	866.99-	74.4 0010
12350 MEDICARE INSURANCE	0.00	12.17	85.22	0.00	85.22	0.00 0131
12370 PART TIME RETIREMENT	628.00-	0.00	311.13	0.00	316.87-	49.5 0012
12370 PART TIME RETIREMENT	1,248.00-	33.56	235.09	0.00	1,012.91-	18.8 0131
12400 DENTAL INSURANCE	2,130.00-	0.00	1,599.82	0.00	530.18-	75.1 0010
12500 WORKERS COMPENSATION	3,073.00-	256.08	2,304.76	0.00	768.24-	75.0 0010
12600 RETIREMENT	67,837.59-	5,109.84	48,856.10	0.00	18,981.49-	72.0 0012
12750 CITY 401 PLAN	0.00	100.00	325.00	0.00	325.00	0.00 0010
12900 LONG TERM DISABILITY	1,188.00-	0.00	891.00	0.00	297.00-	75.0 0010
12950 VISION PLAN	762.04-	0.00	511.50	0.00	250.54-	67.1 0010
Object 1000 Total	401,175.71-	25,877.44	278,610.06	0.00	122,565.65-	69.5
21350 OTHER OFFICE SUPPLIES	2,000.00-	834.39	1,398.74	0.00	601.26-	69.9 0010
22750 OTHER OPERATING SUPPLIES	0.00	0.00	213.66	0.00	213.66	0.00 0428
Object 2000 Total	2,000.00-	834.39	1,612.40	0.00	387.60-	80.6
31950 OTHER PROFESSIONAL SERVICES	0.00	0.00	3,470.46	0.00	3,470.46	0.00 0428
Object 3000 Total	0.00	0.00	3,470.46	0.00	3,470.46	0.00
40000 BOOKS & SUBSCRIPTIONS	31,000.00-	1,668.96	8,936.41	0.00	22,063.59-	28.8 0010
40500 LIBRARY DATABASES	5,000.00-	0.00	0.00	0.00	5,000.00-	0.0 0010
Object 4000 Total	36,000.00-	1,668.96	8,936.41	0.00	27,063.59-	24.8
DEPARTMENT: 6002 TOTAL	439,175.71-	28,380.79	292,629.33	0.00	146,546.38-	66.6

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 03/01/2018 TO 03/31/2018

75.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	264,506.93-	20,148.93	190,228.20	0.00	74,278.73-	71.9 0010
11300 PART TIME SALARIES	16,640.00-	310.38	3,203.85	0.00	13,436.15-	19.3 0010
11400 OVERTIME SALARIES	0.00	0.00	121.79	0.00	121.79	0.00 0010
11500 SEPARATION BENEFITS	19,646.00-	1,637.17	14,734.49	0.00	4,911.51-	75.0 0010
12200 LIFE INSURANCE	624.00-	0.00	624.00	0.00	0.00	100.0 0010
12300 MEDICAL INSURANCE	42,981.00-	0.00	32,628.43	0.00	10,352.57-	75.9 0010
12350 MEDICARE INSURANCE	3,704.00-	307.42	2,814.70	0.00	889.30-	76.0 0010
12370 PART TIME RETIREMENT	666.00-	12.42	128.16	0.00	537.84-	19.2 0012
12400 DENTAL INSURANCE	2,740.00-	0.00	2,057.38	0.00	682.62-	75.1 0010
12500 WORKERS COMPENSATION	4,286.00-	357.17	3,214.49	0.00	1,071.51-	75.0 0010
12600 RETIREMENT	74,135.82-	5,699.14	54,418.87	0.00	19,716.95-	73.4 0012
12750 CITY 401 PLAN	0.00	100.00	350.00	0.00	350.00	0.00 0010
12900 LONG TERM DISABILITY	1,584.00-	0.00	1,188.00	0.00	396.00-	75.0 0010
12950 VISION PLAN	869.70-	0.00	574.98	0.00	294.72-	66.1 0010
Object 1000 Total	432,383.45-	28,572.63	306,287.34	0.00	126,096.11-	70.8
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	7,200.00-	0.00	3,509.81	0.00	3,690.19-	48.8 0010
Object 2000 Total	7,200.00-	0.00	3,509.81	0.00	3,690.19-	48.8
31700 DATA PROCESSING	6,000.00-	0.00	7,180.56	0.00	1,180.56	119.7 0010
31700 DATA PROCESSING	6,834.00-	0.00	0.00	0.00	6,834.00-	0.0 0131
38400 R&M MACHINERY AND EQUIPMENT	84,850.00-	930.00	63,263.73	13,148.22	8,438.05-	90.1 0010
38400 R&M MACHINERY AND EQUIPMENT	23,066.00-	2,000.00	2,000.00	0.00	21,066.00-	8.7 0532
39250 PRINTING & DUPLICATING	950.00-	0.00	0.00	0.00	950.00-	0.0 0010
Object 3000 Total	121,700.00-	2,930.00	72,444.29	13,148.22	36,107.49-	70.3
DEPARTMENT: 6003 TOTAL	561,283.45-	31,502.63	382,241.44	13,148.22	165,893.79-	70.4

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 03/01/2018 TO 03/31/2018

75.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6004 CIRCULATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	208,605.00-	17,059.38	160,564.86	0.00	48,040.14-	77.0 0010
11300 PART TIME SALARIES	48,878.00-	3,690.23	35,313.72	0.00	13,564.28-	72.3 0010
11300 PART TIME SALARIES	31,152.00-	3,818.64	27,454.14	0.00	3,697.86-	88.1 0131
11400 OVERTIME SALARIES	0.00	0.00	283.79	0.00	283.79	0.00 0010
11500 SEPARATION BENEFITS	17,797.00-	1,483.08	13,347.76	0.00	4,449.24-	75.0 0010
12200 LIFE INSURANCE	624.00-	0.00	624.00	0.00	0.00	100.0 0010
12300 MEDICAL INSURANCE	43,704.00-	0.00	32,901.06	0.00	10,802.94-	75.3 0010
12350 MEDICARE INSURANCE	2,933.00-	296.39	2,905.78	0.00	27.22-	99.1 0010
12350 MEDICARE INSURANCE	0.00	55.40	308.61	0.00	308.61	0.00 0131
12370 PART TIME RETIREMENT	0.00	147.63	855.11	0.00	855.11	0.00 0012
12370 PART TIME RETIREMENT	4,000.00-	152.75	1,655.74	0.00	2,344.26-	41.4 0131
12400 DENTAL INSURANCE	2,031.00-	0.00	1,522.62	0.00	508.38-	75.0 0010
12500 WORKERS COMPENSATION	5,420.00-	451.67	4,064.99	0.00	1,355.01-	75.0 0010
12600 RETIREMENT	58,591.04-	4,825.23	45,959.57	0.00	12,631.47-	78.4 0012
12750 CITY 401 PLAN	0.00	150.00	525.00	0.00	525.00	0.00 0010
12900 LONG TERM DISABILITY	1,584.00-	0.00	1,188.00	0.00	396.00-	75.0 0010
12950 VISION PLAN	753.66-	10.34	516.20	0.00	237.46-	68.5 0010
Object 1000 Total	426,072.70-	32,140.74	329,990.95	0.00	96,081.75-	77.5
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	3,020.00-	108.23	258.19	0.00	2,761.81-	8.6 0010
Object 2000 Total	3,020.00-	108.23	258.19	0.00	2,761.81-	8.6
38400 R&M MACHINERY AND EQUIPMENT	4,900.00-	0.00	0.00	0.00	4,900.00-	0.0 0010
39250 PRINTING & DUPLICATING	250.00-	0.00	0.00	0.00	250.00-	0.0 0010
Object 3000 Total	5,150.00-	0.00	0.00	0.00	5,150.00-	0.0
DEPARTMENT: 6004 TOTAL	434,242.70-	32,248.97	330,249.14	0.00	103,993.56-	76.0

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 03/01/2018 TO 03/31/2018

75.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	72,092.00-	0.00	41,272.79	0.00	30,819.21-	57.3 0010
11200 PERMANENT SALARIES	29,846.00-	4,474.35	11,668.19	0.00	18,177.81-	39.1 0142
11200 PERMANENT SALARIES	12,791.00-	1,118.57	2,237.15	0.00	10,553.85-	17.5 0163
11300 PART TIME SALARIES	20,905.00-	2,643.47	19,990.94	0.00	914.06-	95.6 0142
11300 PART TIME SALARIES	12,692.00-	1,107.88	6,985.77	0.00	5,706.23-	55.0 0163
11300 PART TIME SALARIES	14,178.00-	36.30	524.17	0.00	13,653.83-	3.7 0445
11300 PART TIME SALARIES	14,000.00-	812.91	6,875.83	0.00	7,124.17-	49.1 0454
11400 OVERTIME SALARIES	0.00	0.00	19.70	0.00	19.70	0.00 0010
11500 SEPARATION BENEFITS	3,583.00-	298.58	2,687.26	0.00	895.74-	75.0 0010
11500 SEPARATION BENEFITS	4,247.00-	353.92	3,185.24	0.00	1,061.76-	75.0 0142
12200 LIFE INSURANCE	156.00-	0.00	130.00	0.00	26.00-	83.3 0010
12200 LIFE INSURANCE	110.00-	0.00	20.80	0.00	89.20-	18.9 0142
12200 LIFE INSURANCE	47.00-	0.00	5.20	0.00	41.80-	11.1 0163
12300 MEDICAL INSURANCE	12,269.00-	0.00	8,494.20	0.00	3,774.80-	69.2 0010
12300 MEDICAL INSURANCE	8,988.00-	0.00	901.92	0.00	8,086.08-	10.0 0142
12300 MEDICAL INSURANCE	3,852.00-	0.00	225.48	0.00	3,626.52-	5.8 0163
12350 MEDICARE INSURANCE	1,020.00-	0.00	568.02	0.00	451.98-	55.7 0010
12350 MEDICARE INSURANCE	433.00-	100.03	449.48	0.00	16.48	103.8 0142
12350 MEDICARE INSURANCE	186.00-	31.50	163.10	0.00	22.90-	87.7 0163
12350 MEDICARE INSURANCE	0.00	0.52	7.60	0.00	7.60	0.00 0445
12350 MEDICARE INSURANCE	0.00	11.79	67.97	0.00	67.97	0.00 0454
12370 PART TIME RETIREMENT	0.00	1.45	20.98	0.00	20.98	0.00 0012
12370 PART TIME RETIREMENT	741.00-	67.46	592.43	0.00	148.57-	80.0 0142
12370 PART TIME RETIREMENT	421.00-	44.32	279.46	0.00	141.54-	66.4 0163
12400 DENTAL INSURANCE	590.00-	0.00	393.12	0.00	196.88-	66.6 0010
12400 DENTAL INSURANCE	21.00-	0.00	39.31	0.00	18.31	187.2 0142
12400 DENTAL INSURANCE	9.00-	0.00	9.83	0.00	0.83	109.2 0163
12500 WORKERS COMPENSATION	1,618.00-	134.83	1,213.51	0.00	404.49-	75.0 0010
12600 RETIREMENT	20,716.20-	229.93	13,847.15	0.00	6,869.05-	66.8 0012
12600 RETIREMENT	11,460.00-	1,536.18	4,843.99	0.00	6,616.01-	42.3 0142
12600 RETIREMENT	4,912.00-	316.40	633.84	0.00	4,278.16-	12.9 0163
12900 LONG TERM DISABILITY	396.00-	0.00	264.00	0.00	132.00-	66.7 0010
12900 LONG TERM DISABILITY	278.00-	0.00	26.40	0.00	251.60-	9.5 0142
12900 LONG TERM DISABILITY	119.00-	0.00	6.60	0.00	112.40-	5.5 0163
12950 VISION PLAN	139.00-	0.00	92.24	0.00	46.76-	66.4 0010

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 03/01/2018 TO 03/31/2018

75.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
12950 VISION PLAN	135.00-	11.82	21.04	0.00	113.96-	15.6 0142
12950 VISION PLAN	58.00-	2.95	5.26	0.00	52.74-	9.1 0163
Object 1000 Total	253,008.20-	13,335.16	128,769.97	0.00	124,238.23-	50.9
21350 OTHER OFFICE SUPPLIES	2,500.00-	0.00	1,272.49	0.00	1,227.51-	50.9 0445
21350 OTHER OFFICE SUPPLIES	2,500.00-	398.13	623.03	0.00	1,876.97-	24.9 0454
Object 2000 Total	5,000.00-	398.13	1,895.52	0.00	3,104.48-	37.9
31950 OTHER PROFESSIONAL SERVICES	1,500.00-	0.00	262.00	0.00	1,238.00-	17.5 0445
32200 POSTAGE	2,000.00-	0.00	0.00	0.00	2,000.00-	0.0 0454
38400 R&M MACHINERY AND EQUIPMENT	2,800.00-	0.00	0.00	0.00	2,800.00-	0.0 0445
39250 PRINTING & DUPLICATING	250.00-	0.00	37.15	0.00	212.85-	14.9 0445
39300 DUES/MEMBERSHIPS	2,500.00-	150.00	182.00	0.00	2,318.00-	7.3 0445
Object 3000 Total	9,050.00-	150.00	481.15	0.00	8,568.85-	5.3
40000 BOOKS & SUBSCRIPTIONS	784.00-	0.00	0.00	0.00	784.00-	0.0 0142
40000 BOOKS & SUBSCRIPTIONS	6,500.00-	0.00	2,848.19	0.00	3,651.81-	43.8 0445
40500 LIBRARY DATABASES	1,950.00-	0.00	0.00	0.00	1,950.00-	0.0 0445
Object 4000 Total	9,234.00-	0.00	2,848.19	0.00	6,385.81-	30.8
DEPARTMENT: 6005 TOTAL	276,292.20-	13,883.29	133,994.83	0.00	142,297.37-	48.5

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 03/01/2018 TO 03/31/2018

75.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6006 CHILDREN'S SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	187,256.08-	14,289.24	134,435.86	0.00	52,820.22-	71.8 0010
11300 PART TIME SALARIES	25,100.00-	1,431.66	9,746.24	0.00	15,353.76-	38.8 0131
11500 SEPARATION BENEFITS	10,690.00-	890.83	8,017.51	0.00	2,672.49-	75.0 0010
12200 LIFE INSURANCE	468.00-	0.00	468.00	0.00	0.00	100.0 0010
12300 MEDICAL INSURANCE	22,692.00-	0.00	17,078.36	0.00	5,613.64-	75.3 0010
12350 MEDICARE INSURANCE	2,627.00-	207.20	2,006.37	0.00	620.63-	76.4 0010
12350 MEDICARE INSURANCE	0.00	20.76	88.68	0.00	88.68	0.00 0131
12370 PART TIME RETIREMENT	1,605.00-	57.27	389.88	0.00	1,215.12-	24.3 0131
12400 DENTAL INSURANCE	1,141.00-	0.00	788.04	0.00	352.96-	69.1 0010
12500 WORKERS COMPENSATION	3,154.00-	262.83	2,365.51	0.00	788.49-	75.0 0010
12600 RETIREMENT	52,687.72-	4,041.72	38,466.12	0.00	14,221.60-	73.0 0012
12750 CITY 401 PLAN	0.00	150.00	525.00	0.00	525.00	0.00 0010
12900 LONG TERM DISABILITY	1,188.00-	0.00	891.00	0.00	297.00-	75.0 0010
12950 VISION PLAN	620.08-	0.00	366.24	0.00	253.84-	59.1 0010
Object 1000 Total	309,228.88-	21,351.51	215,632.81	0.00	93,596.07-	69.7
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	6,500.00-	260.74	1,807.19	0.00	4,692.81-	27.8 0010
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	1,000.00-	0.00	47.55	0.00	952.45-	4.8 0131
Object 2000 Total	7,500.00-	260.74	1,854.74	0.00	5,645.26-	24.7
39250 PRINTING & DUPLICATING	250.00-	0.00	0.00	0.00	250.00-	0.0 0010
Object 3000 Total	250.00-	0.00	0.00	0.00	250.00-	0.0
40000 BOOKS & SUBSCRIPTIONS	15,000.00-	69.46	1,142.47	0.00	13,857.53-	7.6 0010
40000 BOOKS & SUBSCRIPTIONS	9,763.00-	3,994.38	10,194.03	0.00	431.03	104.4 0131
40000 BOOKS & SUBSCRIPTIONS	7,500.00-	0.00	7,472.99	0.00	27.01-	99.6 0530
40500 LIBRARY DATABASES	625.00-	0.00	599.00	0.00	26.00-	95.8 0131
Object 4000 Total	32,888.00-	4,063.84	19,408.49	0.00	13,479.51-	59.0
DEPARTMENT: 6006 TOTAL	349,866.88-	25,676.09	236,896.04	0.00	112,970.84-	67.7
DEPT SERIES: 6000 TOTAL	2,963,583.94-	165,208.71	1,925,658.95	13,148.22	1,024,776.77-	65.4

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 03/01/2018 TO 03/31/2018

75.0% YEAR COMPLETE

REPORT TOTALS	\$2,963,583.94-	\$165,208.71	\$1,925,658.95	\$13,148.22	\$1,024,776.77-	65.4
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CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 03/01/2018 TO 03/31/2018

75.0% YEAR COMPLETE

OBJECT CATEGORY SUMMARY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----			UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED
1000 SALARY & BENEFITS	2,129,342.94-	145,220.85	1,494,165.67	0.00	635,177.27-	70.2
2000 OPERATION EXPENDITURES	40,633.00-	2,585.04	17,770.17	0.00	22,862.83-	43.7
3000 PROFESSIONAL EXPENDITURES	329,290.00-	11,670.02	190,932.70	13,148.22	125,209.08-	62.0
4000 OTHER OVERHEAD	464,318.00-	5,732.80	222,790.41	0.00	241,527.59-	48.0
TOTALS	\$2,963,583.94-	\$165,208.71	\$1,925,658.95	\$13,148.22	\$1,024,776.77-	65.4

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 03/01/2018 TO 03/31/2018
FUND SUMMARY

75.0% YEAR COMPLETE

FUND	DESCRIPTION	APPROPRIATION	PERIOD TO DATE	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
				YEAR TO DATE	YEAR TO DATE		BALANCE	% USED
0010	GENERAL FUND	1,909,794.57-	113,188.10	1,327,182.98	13,148.22	569,463.37-	70.2	
0012	RETIREMENT FUND	327,841.37-	24,428.40	243,939.76	0.00	83,901.61-	74.4	
0131	LIBRARY TAX FUND	531,669.00-	12,373.71	276,387.24	0.00	255,281.76-	52.0	
0142	EL CIVIC EDUCATION GRANT	77,948.00-	9,187.23	41,739.74	0.00	36,208.26-	53.5	
0163	CAL LIBRARY LITERACY SVC GRAN	35,087.00-	2,621.62	10,551.69	0.00	24,535.31-	30.1	
0428	CA COUNCIL FOR THE HUMANITIES	0.00	0.00	3,684.12	0.00	3,684.12	0.00	
0445	LITERACY TRUST GRANT	32,178.00-	186.82	5,133.60	0.00	27,044.40-	15.9	
0454	LIBRARY PASSPORT TRUST GRANT	18,500.00-	1,222.83	7,566.83	0.00	10,933.17-	40.9	
0530	LIBRARY BILINGUAL BOOKS GRANT	7,500.00-	0.00	7,472.99	0.00	27.01-	99.6	
0532	LIBRARIES ILLUMINATED GRANT	23,066.00-	2,000.00	2,000.00	0.00	21,066.00-	8.7	
TOTALS		\$2,963,583.94-	\$165,208.71	\$1,925,658.95	\$13,148.22	\$1,024,776.77-	65.4	

ATTACHMENT 2
Trust and Agency Account Report
April 2018

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: April 30, 2018

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of April 30, 2018

General Donations (0075 450 0075 08250)

Beginning Balance	\$ 643.44
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 643.44</u>

Library Automation and Water Bill Donation (0075 450 0075 08260)

Beginning Balance	\$ 20,205.97
Deposits (Water Bill Donation: 4/30/18)	503.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 20,708.97</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 64,302.61
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 64,302.61</u>

RESTRICTED ACCOUNTS:

Funds may be used at the discretion of the Board of Trustees for any item which would benefit the Library. This account includes the former trust accounts Bruggemeyer Memorial Library, Francisco Alonso Trust, Edgar Cohn Memorial Lecture Series and Rita Valenzuela Trust. Please note that the total comprising Rita Valenzuela's portion of this account remains at \$7,104.50.

Library Trust Accounts (0075 450 0075 08230)

Beginning Balance	\$ 10,313.31
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 10,313.31</u>

TOTAL REGULAR TRUST ACCOUNT BALANCES: **\$ 95,968.33**

Library Building Trust Fund (0075 450 0075 08320)

Beginning Balance	\$ 90,457.90
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 90,457.90</u>

Passport Services (0075 450 0075 08325)

Beginning Balance	\$ 53,206.39
Deposits	(Passport fees) 1,705.00
	(Passport fees) 2,510.00
	(Passport fees) 1,760.00
	(Passport fees) 4,755.00
	(Passport fees) 1,915.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 65,851.39</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES: **\$ 252,277.62**

Interest income is recorded quarterly.

Measure C Funds:	FY 1998-99	\$460,964.15
	FY 1999-00	\$475,133.42
	FY 2000-01	\$483,445.07
	FY 2001-02	\$484,517.08
	FY 2002-03	\$488,958.14
	FY 2003-04	\$489,850.34
	FY 2004-05	\$489,667.94
	FY 2005-06	\$493,814.82
	FY 2006-07	\$498,769.00
	FY 2007-08	\$545,119.77
	FY 2008-09	\$489,932.81
	FY 2009-10	\$498,584.78
	FY 2010-11	\$497,574.18
	FY 2011-12	\$501,685.47
	FY 2012-13	\$497,160.01
	FY 2013-14	\$504,245.97
	FY 2014-15	\$505,443.00 (including interest earned of \$456)
	FY 2015-16	\$505,380 (estimated)
	FY 2016-17	\$535,366 (estimated)

ATTACHMENT 3
Library Fines Report
April 2018

CITY OF MONTEREY PARK

YTD INQUIRY

From: 04/01/2018 To: 04/30/2018

BEGIN DATE: 04/01/2018 END DATE: 04/30/2018 ACCOUNT: 0010701001007410 DESCRIPTION:

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	04/03/2018	CR 300621	133363	2.75-
0010-701-0010-07410		FINES	04/03/2018	CR 300622	133362	41.02-
0010-701-0010-07410		FINES	04/04/2018	CR 300652	83687	188.33-
0010-701-0010-07410		FINES	04/05/2018	CR 300666	83706	87.25-
0010-701-0010-07410		FINES	04/05/2018	CR 300684	133625	95.50-
0010-701-0010-07410		FINES	04/06/2018	CR 300692	133681	124.50-
0010-701-0010-07410		FINES	04/09/2018	CR 300821	133785	36.00-
0010-701-0010-07410		FINES	04/09/2018	CR 300822	133786	5.75-
0010-701-0010-07410		FINES	04/10/2018	CR 300829	133787	124.55-
0010-701-0010-07410		FINES	04/10/2018	CR 300839	133857	115.00-
0010-701-0010-07410		FINES	04/12/2018	CR 300857	133933	88.75-
0010-701-0010-07410		FINES	04/12/2018	CR 300871	134013	68.00-
0010-701-0010-07410		FINES	04/13/2018	CR 300879	83989	70.24-
0010-701-0010-07410		FINES	04/17/2018	CR 300906	134094	27.00-
0010-701-0010-07410		FINES	04/17/2018	CR 300907	134100	38.25-
0010-701-0010-07410		FINES	04/17/2018	CR 300908	134101	29.25-
0010-701-0010-07410		FINES	04/18/2018	CR 300936	84126	84.70-
0010-701-0010-07410		FINES	04/19/2018	CR 300959	84169	73.00-
0010-701-0010-07410		FINES	04/20/2018	CR 300984	134299	36.25-
0010-701-0010-07410		FINES	04/20/2018	CR 300989	134321	41.85-
0010-701-0010-07410		LIBRARY FINES	04/24/2018	CR 301009	134395	11.50-
0010-701-0010-07410		LIBRARY FINES	04/24/2018	CR 301010	134396	23.25-
0010-701-0010-07410		LIBRARY FINES	04/24/2018	CR 301011	134401	25.79-
0010-701-0010-07410		LIBRARY FINES	04/25/2018	CR 301047	134463	128.54-
0010-701-0010-07410		FINES	04/26/2018	CR 301078	134519	55.50-
0010-701-0010-07410		FINES	04/27/2018	CR 301102	84425	93.63-
0010-701-0010-07410		FINES	04/30/2018	CR 301115	134592	35.55-

CITY OF MONTEREY PARK

YTD INQUIRY

From: 04/01/2018 To: 04/30/2018

DESCRIPTION:

ACCOUNT: 0010701001007410

BEGIN DATE: 04/01/2018

END DATE: 04/30/2018

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1	REFERENCE 2	REFERENCE 3	REFERENCE 4	AMOUNT
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REPORT TOTAL \$1,751.70-

Previous balance 07/01/2017 - 03/31/2018 = \$12,715.11
 Month to date 04/01/2017 - 04/30/2018 = \$ 1,751.70
 Fiscal year to date 07/01/2017 - 04/30/2018 = \$ 14,466.81



Library Board of Trustees Staff Report

DATE: May 15, 2018

AGENDA ITEM NO: 4

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: City Librarian's Report

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Receive and file this report; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

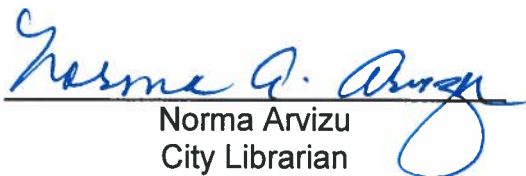
BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:


Norma Arvizu
City Librarian

Prepared by:


Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report

ATTACHMENT 1
City Librarian's Report

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Norma Arvizu, City Librarian
SUBJECT: May 2018 Report

Determining what to measure for the success of the Library and what are important considerations are essential elements to consider moving into the final two months of this Fiscal Year 2017/18 and planning for 2018/19. This is the time staff has to determine what to measure to keep the library viable to the community in its program standards and how the library will manage those considerations in the future must be well-thought-out.

The Library's performance expectations in the community must be about the organization, and not looked upon as a business to produce regardless of funding reductions or unreasonable demands. This is not to say the Library cannot have measurable targets as businesses have, however the significance of the library should not be perceived on the number of employees it has or the hours it is open to the public or productivity. The Library should be held accountable on the quality of services it provides to all who frequent and use the library resources along with customer satisfaction.

How the library sits in the community as a valuable asset also is based on how internal staff plans delivery of services, resources and their contributions in providing consistency, innovations and accessibility to all. However, the output of staff is not the responsibility of any one library division. Overall performance is clearly the accountability of the City Librarian and the management team. Staff in senior roles often measure patron engagement by feedback, attendance, outcomes and reassess what is valuable to the community and within the staff's control and budget. This tactical planning will continue moving into an unfamiliar territory of funding challenges in the next fiscal year.

Program planning may seem intuitive, however with the loss of the Measure C library tax funds for the upcoming fiscal year, all this may change. Many hours have been spent in rigorous discussions to include elements such as an increase in funding efforts, grant writing and assessing the value or benefit of any program to the community as a whole with reasonable preparations that include weighing of performance based programs that would provide targeted community needs.

Moving forward with planning for the upcoming year, the library measures will be clear. We will continue to deliver programming that meets the needs of the community but we must not overlook critical details such as funding. Meeting patron needs may seem simple, however it will require more strategic planning with less personnel to keep the library viable in the community.

Norma Arvizu
City Librarian

EMPLOYEE OF THE MONTH

The library instituted an Employee of the Month program in April 2010 wherein staff members nominate others for recognition of outstanding performance. Part-time Library Page (LAMP and Technical Services) Rudy Jimenez was selected as the Employee of the Month for May 2018.

Acting Literacy Program Administrator Jose Garcia nominated Rudy, stating:

The LAMP Literacy program held another Passport event during the Cherry Blossom festival this year, and once again it was a huge success. In total we helped 132 people apply for their passport between the two days. Although it took a team effort to pull-off such feat, I would like to single out Rudy for demonstrating initiative and willingness to do whatever was asked of him. Rudy is not a certified Passport Acceptance Agent, but that did not stop him from assisting patrons who had questions while waiting in line. He was on his feet all day, walking back and forth handing out applications, making photocopies or taking photos. In between all that, he quietly made sure our area was kept nice and tidy, disposing of trash, reorganizing materials, and even pushing in chairs after patrons finished their applications. Rudy may not have processed a single application, but his quiet diligence made all the difference in allowing things to flow smoothly and uninterrupted.

Congratulations to Rudy!



Training/Workshops/Classes

In mid-April, all library staff received training on the library's new Starling devices that assist parents in verbal communication with their babies. The Starling is a word tracker that will count the number of words a child hears throughout the day. This encourages engagement by the parent with the child which in turn increases the child's development. A

representative from the Starling company delivered a live webinar which discussed early literacy and brain development and taught staff how the devices work. Staff members were able to get acquainted with the devices and to ask the trainer questions.

On April 13, **City Librarian Norma Arvizu** attended a Team Building Activity with Gerry Preciado. The Wedge Intervention workshop helped with identifying tools to bring cohesive structure within library groups.

Adult/Reference/Teen Services staff attended a team building workshop with Gerry Preciado on Friday, April 13.

On April 12, **Evena Shu, Technical Services Senior Librarian**, attended the SCLC Emergent Technology Meeting in the Alhambra Civic Library. The meeting covered Santa Monica Library use of Chromebooks for its library catalog and OPAC project. They shared their five year technology plan. The meeting also discussed the staff scheduling software and share libraries' experiences with the Libraries Illuminated Grant. Lastly, there was discussion on library security cameras and RFP for library systems.

In April, Evena and **Technical Services Library Technicians Jessica Rodriguez and Michael Bathan** attended the SCLC webinar on how to use Scannx , the Book ScanCenter Overhead. This is the industry's most affordable and easy-to-use overhead book scanning solution for library patrons and staff. The webinar covered how to scan books using the Scannx and demonstrated how to scan to dropbox, email, fax, mobile devices and to the cloud. The library will need to buy additional Jamax coin boxes if it will charge the public to use.

Part-time Circulation Library Clerk Lauren Frazier viewed *The Heart of Librarianship* webinar which focused on retaining compassion, empathy and humanity as library workers. Various innovative programs and services were discussed to make a library more of a community hub rather than a mere book depository. Lauren felt this webinar would be a great reminder to staff who may have forgotten what librarianship is really about, connecting with patrons and building community.

Evena Shu, Technical Services Senior Librarian, and **Michael Bathan, Technical Services Library Technician**, provided Chromebook training to **Children's Senior Librarian Diana Garcia, Children's Librarian Kristin Olivarez, Children's Library Clerk Christi Chavez** and **part-time Library Clerks Anita Phan and Joyce Hsiao** at April's monthly Children's staff meeting, reviewing the basics of Millennium's circulation function and teaching staff how the charging station works.



Outreach/Meetings/Conferences

On April 23, **City Librarian Norma Arvizu, Acting Literacy Program Administrator Jose Garcia, Technical Services Senior Librarian Evena Shu** and **Library Technician Michael Bathan** met with consultant John Buckowski of Studio Spectrum Inc. to discuss the library's needs in regards to ceiling-mounted projectors for the meeting rooms. The meeting discussed costs of a complete installation of four mounted projectors, with an AV (audio /visual) switcher connected to the projectors giving the library more

access to more HDMI source input and scaling options. After informing John of the library's specifications, he was able to provide a more reasonable quote for the project.

City Librarian Arvizu was the Guest Speaker at the Claremont College School of Pitzer/Robert Wood Johnson Presentation on *Resilience: Fostering a Culture of Health* held on April 25 at the Monterey Park Service Clubhouse.

City Librarian Norma Arvizu and Administrative Secretary Gwen Kishida met with City Manager Ron Bow and Director of Management Services Annie Yaung on April 3 for the library's preliminary budget meeting for fiscal year 2018/19.

Adult/Reference/Teen Senior Librarian Cindy Costales attended the Women's Club meeting on April 11 at 7 pm at City Hall.

Teen Librarian Darren Braden participated in the two-day Cherry Blossom Festival on April 21-22 from 11 am – 4 pm. Junior Friends volunteers helped work the booth, offering a craft activity and promoting library programs and services.

On April 6 **Children's Senior Librarian Diana Garcia** attended full-day leadership institute presented by the California Library Association that focused on emotional intelligence, communication skills and team-building.

On April 21 Diana was an invited guest speaker at the Sierra Mar District's Annual Conference. Diana received the organization's 2018 Young Professional award.



ADMINISTRATION



Record-setting turn-out and donations marked the Monterey Park Library Foundation's annual Gala on Friday, April 27 at Luminarias restaurant. Attendance filled 32 tables and the event raised more than \$44,000 with some donations still forthcoming!



The Library Foundation honored former Library Board member Janet Yu for her contributions to the library and community. U.S. Congresswoman Judy Chu flew in from Washington D.C. to present the award to Janet and commend her for dedication and innovation. Janet gave heartfelt thanks to the Foundation, her fellow Trustees and her family.



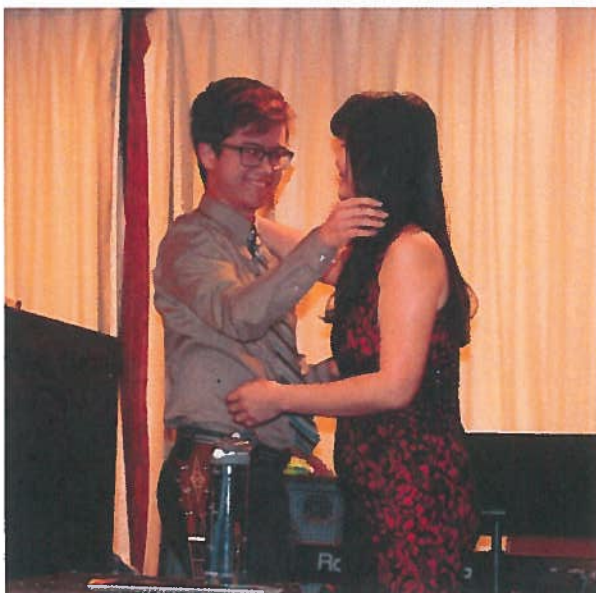
Mike Eng, former State Assembly member, Monterey Park City Council member and Library Board Trustee, emceed the event and kept the audience entertained with his unique humor. For the first time a photo booth was available so those in attendance could pose with friends and colleagues and receive a memento of the evening. This proved to be very popular. Attendees purchased raffle tickets and bid on items in the silent auction. Prizes ranged from tickets to a Los Angeles Dodgers game to gift certificates to local restaurants



to a sapphire-encrusted ladies watch. Keeping in the spirit of the evening, attendees were very generous. Gilbert Stokes (former lead vocalist of the popular band El Chicano) and Friends performed songs old and new and drew many to dance the night away.



Other notable attendees included City Council members Peter Chan, Stephen Lam and Hans Liang and City Clerk Vincent Chang. Assistant City Attorney Karl Berger attended the event (the Hensley Law Group was one of the major sponsors of the evening). City employees present included City Manager Ron Bow, Human Resources Director Tom Cody, Community Development Director Michael Huntley, Police Chief Jim Smith, Fire Chief Scott Haberle, Deputy City Clerk Cindy Trang and Recreation and Community Services Director Inez Alvarez. Also attending were former City staff Recreation Director Dan Costley and Analyst Lillian Bow. Cable Television Producer Randy Ishino recorded the event for posterity.



Also in attendance were Library Board of Trustees members Betty Morin, Jason Dhing, Gloria Guerrero and Andrew Yam (who surprised his mother Janet Yu with a speech when she was being honored); Friends of the Library members Nancy Ishino-Gilmore and Rosalie Toltzman; and a host of other influential and prominent citizens.



Library staff who attended included City Librarian Norma Arvizu, Administrative Secretary Gwen Kishida, Technical Services Senior Librarian Evena Shu, Acting Literacy Administrator José Garcia, Children's Senior Librarian Diana Garcia, Children's Librarian Kristin Olivarez and part-time Children's Library Clerks Anita Phan and Joyce Hsiao. Jose also took photos throughout the event.

The library is very grateful to the members of the Library Foundation who promoted the Gala, solicited sponsors, donors and raffle prizes, supported the event with their own sponsorship and donations and devoted countless hours to create such a memorable event: Foundation President Bob Gin, Vice-President (and event chair) Theresa Amador, Treasurer Dolores Rillos, Secretary Mary Ann Garcia-Barlow and members Carol Sullivan, Alicia Martinez, Kristen Phung and Shirley Batman. In particular, Theresa and Carol spent many, many hours working on soliciting donors and working on the raffle and silent auction prizes. Special thanks should go as well to Library Board Trustee Jason Dhing, who as liaison to the Foundation was very active in promoting and working on the event, and Larry Sullivan, who Carol solicited to assist as well.

The Friends of the Library continued to support the library by providing funding for library programs and activities for the community to enjoy. **The Friends Bookstore earned \$636.10 in April 2018.**

The Friends continues to recruit members during its annual membership drive. Dues are \$5 for a single person, \$10 for a family, \$3 for seniors, \$25 for patron, \$50 for sustaining, and \$100 for benefactor. The application form also allows one to volunteer to help with Friends' activities.

Administration Staffing

City Librarian Norma Arvizu presented a Staff Report to Personnel Board on April 11 requesting reclassification changes to Literacy Program Administrator title to Adult Literacy Coordinator. Personnel Board had concerns of loss of integrity of position with changes and City Librarian reassured there was no significant impact to integrity of program with a title change.

On April 26, **City Librarian Arvizu** conducted Express Professionals interviews along with Senior Librarian Evena Shu. The library and the City's Human Resources Department are working with a new temporary help agency to provide temporary part time staffing for City departments. The new process allows bringing on new temps while the Department of Justice does fingerprinting background checks. This will help to eliminate the wait time for the new hires to come onboard quickly and begin to assist existing staff.

Administrative Secretary Gwen Kishida continued to work on preparations for the annual Foundation Gala, handling ticket requests, developing lists of table sponsors and attendees including seating charts and creating the event program including laying out the pages, placing information and designing advertisements for Gala sponsors.

Gwen volunteered for two days at the City's Cherry Blossom Festival, held April 21 and 22 in Barnes Park. Prior to the event, Gwen solicited and handled the logistics of the craft, community and commercial booths for the festival and consolidates information / generates the content for and designs the event program for the Cherry Blossom Festival. During the event, Gwen spent the weekend organizing booths and vendors, making sure that everyone was in the right place and had everything that they needed, as well as working in the Information Booth, answering questions and handling any crises that arose.

2017 – 2018 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Design a strategic marketing and outreach plan with efforts such as printing, advertising, or promotional items for library publications with a new recognizable logo.	Staff has discussed branding and is implementing consistency in library name font style and other promotional efforts. With improvements to the library website, event flyers are featured more prominently and regularly are updated.
2. Create excellent directional aids so that information and services can be found efficiently throughout the library.	The library has discussed the need for additional specific signage for Passport Services and other revamped areas.
3. Conduct assessment of customer services on a quarterly basis and compare results against established baseline and benchmarks.	The library's management team has met to discuss the parameters of the assessment and determine the format and content of a survey to be presented to patrons on-site and on the website.
4. Further integrate the library services into the local school and business communities by participating in local fairs and public events.	Staff participated in the City's Geranium Festival on October 14 and the Lunar New Year Festival on February 3 and 4 as well as several Farmers Markets and the National Night Out on August 1. At the Cherry Blossom Festival in April, the Teen/YA Librarian and Junior Friends had a booth promoting library services and activities while LAMP staff

provided passport services. Staff continue to make school visits on a regular basis.

ADULT / REFERENCE SERVICES



Hawaiian Music Performance with Mitchell Chang

The aloha spirit breezed through the Friends Room with musician Mitchell Chang's Hawaiian music program on Sunday, April 29 in the Friends Room. Mitchell performed Hawaiian folk songs and favorites on his ukulele and talked to the audience of 45 introducing them to Hawaiian history, culture and the ukulele. Born and raised in Hawaii, Mitchell is a graduate of the University of Hawaii music department. He has produced concert and festival events in Southern California since 2006 - events that showcase world-class musicians and artists. Mitchell teaches ukulele at South Bay Adult School, Torrance Adult School and Opus Music. As the festival producer of the Los Angeles International Ukulele Festival, Mitchell's vision is to make it as easy as possible for families and ukulele fans of all ages, interest and ability levels to discover/rediscover the ukulele where they will be supported and encouraged.



Classic Film Program Series

Theo Siegel, writer, researcher and television professional with over 30 years of industry experience, presented the first in a series of classic film programs on Sunday, April 15 in the Friends Room. Theo introduced Alfred Hitchcock's 1954 film classic *Rear Window* starring James Stewart and Grace Kelley with a 30 minute Power Point presentation before the film screening. The audience of 18 enjoyed Theo's discussion about the film which included casting, script, production, audience reaction, and legacy of the film. Theo has worked as a film archivist and researcher at E!

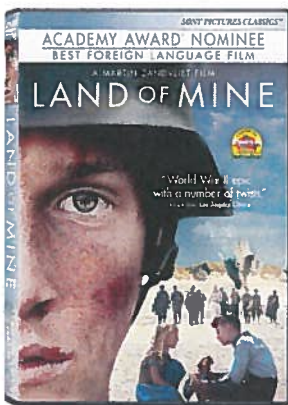
Entertainment/Comcast Networks for twenty years. He currently teaches a film classics course at Orange Coast College and shares his film knowledge with museums, colleges, and library audiences throughout Southern California.



LACMA Egyptian Art Workshop

The Los Angeles County Museum of Art (LACMA) presented an art workshop on Sunday, April 8 in the Friends Room. The workshop helped the audience of 35 adults and teens to understand the history and significance of animals used in Egyptian art. LACMA presented the workshop as part of an ongoing partnership with the Vincent Price Art Museum and the Monterey Park Bruggemeyer Library. LACMA has loaned the Vincent Price Museum a collection of Egyptian art called *Passing through the Underworld: Egyptian Art from the Los Angeles County Museum of Art (LACMA)*. The exhibit will be on view through December 8 at the Vincent Price Museum.

This workshop was the first in a series of LACMA sponsored workshops designed to highlight and promote the exhibit within the Monterey Park community.



Monthly Film Program

Reference Librarian Maggie Wang screened the 2015 WWII drama *Land of Mine*. The gripping drama tells the World War II horror story of how the Danish army forced German POW boys to defuse and clear land mines from the Danish coastline with their bare hands. The audience of 30 adults watched the film which delivers a strong anti-war message on the tragedy and horror of war. The film was honored at the 2017 Academy Awards for its nomination in the category Best Foreign Language Film.



Gardening Lecture

The library partnered with Gardener's Terra Nova, a Southern California gardening club, to present a gardening lecture on bee farming with guest speaker Dr. Jay Min on Saturday, April 28 in the Friends Room. The audience of 20 adults learned about bee biology and how to raise bees while viewing Dr. Jay Min's power point lecture presentation:



Free Legal Assistance Clinic

The Asian Pacific American Bar Association presented a free legal assistance clinic on Tuesday, April 10 from 6-8 pm in the Friends Room with 31 people participating in the clinic including several volunteer attorneys and assistants.



Computer Classes

April computer classes included a computer keyboard practice class, the open lab, and a new open data computer class. A total of 127 adult students attended computer classes in April.



Mandarin Classes

Mandarin classes were presented by the Sun Yat Sen Chinese Institute instructors on Sundays and Thursdays in April with 34 adults attending the five classes. A new session will start in May.

YA SERVICES



Mid Week Movie

The 2017 film *Jumanji: Welcome to the Jungle* was screened on Wednesday, April 11 at 3 pm in the Friends Room to an audience of 24. The film is a sequel to the 1995 *Jumanji* film based on a children's book of the same name by Chris Van Allsburg. The story centers around four high school kids who discover an old video game console and are drawn into the game's jungle setting, literally becoming the adult avatars they chose. What they discover is that you don't just play Jumanji - you must survive it. The film stars Dwayne Johnson, Jack Black, Kevin Hart, Karen Gillan, Nick Jonas and Bobby Cannavale.



Junior Friends Meeting

Junior Friends meetings were held on April 9 and 23 with a total of 23 teens attending the meetings. Topics discussed at the meetings included electing a new Junior Friends board for 2018-19 and finalizing the Junior Friends jackets. Electing a new board was an important topic with the school year ending and only one more Junior Friends meeting left for the school year. Tara Quach was elected the new Junior Friends President. She will be introduced as the new president at the May or June meetings. In the month of April the Junior Friends volunteered 133 hours. The new 2018-19 Junior Friends Board:

Junior Friends Board

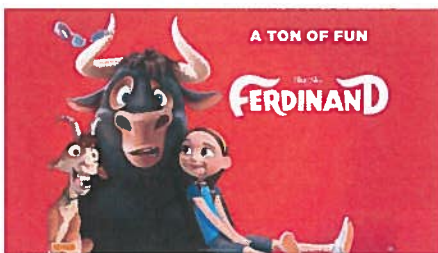
President	Tara Quach
Vice President	Jennifer Lee
Secretary	Jenny Zhong
Treasurer	Jessica Dong
Publicity	Joy He/ Lexy Wu
Web Master/Mistress	Bonnie Gu
Historian	Mikayla Kwok
Parliamentarian	Amy Uthenpong/Jordan La
Recruiting Officer	Paulyn Sreekhwan/Priscilla Nhan

2018-2019



8v8

The monthly 8v8 tournament; was held on Wednesday, April 18 at 3 pm in the Computer Lab with 14 teens in attendance.



Anime Club

The animated film, *Ferdinand* was screened on Wednesday, April 25 at 3 pm in the Friends Room to an audience of 18. *Ferdinand* received a nomination for Best Animated Feature at the 90th Academy Awards but lost to *Coco*. It received nominations for Best Animated Feature Film and Best Original Song (*Home*) at the 75th

Golden Globe Awards. A young bull escapes from a training camp in rural Spain after his father never returns from a showdown with a matador. Ferdinand is adopted by a girl who lives on a farm but his peaceful existence comes crashing down when the authorities return him to his former captors. With help from a wisecracking goat and three hedgehogs, the giant but gentle bovine must find a way to break free before he squares off against El Primero, the famous bullfighter who never loses.



Cherry Blossom Festival

The Junior Friends joined Teen Librarian Darren Braden at the Cherry Blossom Festival library booth on Saturday, April 21 and Sunday, April 22 from 11 am to 4 pm. The teens were busy helping visitors with a craft activity making traditional Japanese blow art. They also sold pins and Japanese comics like Pokémon which were popular. Darren and the Junior Friends promoted library programs and services and enjoyed talking to the public about the library. The Junior Friends volunteered a total of 45 hours at the Cherry Blossom Festival.

2017 - 2018 ADULT / REFERENCE / YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Develop new programming with films and guest speakers that promotes conversations with library audiences about the issues of immigration with people's stories about coming to California.	Staff worked with filmmaker Ed Moy on the upcoming screening, <i>Aviatrix</i> , a short documentary film on Katherine Sui Fun Cheung, who defied racial and gender bias to become one of the first Chinese women to earn a pilot's license to fly in the United States in the 1930s, during a time when less than 1% of all licensed pilots were women. Program planning also included working with Chuck Woo to screen <i>The Chinese Exclusion Act</i> documentary film at the library.
2. Explore new ways of engaging immigrant communities in library programs and services for a grant project.	Completed.
3. Develop new Teen Tech Week and Teen Read Week programs to promote reading and technology with teens.	Completed.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 320 order records in April and updated 1,668 records.

ILL (Inter Library Loans): In April the Library lent one book to other libraries and we borrowed one book.

Mending and processing: 218 items were in repair status. In April staff cleaned one CD/DVD(s).

Overdrive: There were 166 overall circulations including 96 eBook circulations and 70 audiobook circulations.

Weeding: 1,726 items were weeded from the collection.

Grant: On April 19, **Evena Shu, Technical Services Senior Librarian**, worked with **Christi Chavez, Children's Library Clerk**, to implement the Robot for Tween workshop. There were 20 kids including parents attended the workshop. They were happy to build the robots.

Technical Services staff have processed 6 Chromebooks donated by the Monterey Park Kiwanis Club. They were ready for check for checkout at the Children's Desk starting April 24.

On April 5, 12, 19 and 26, **Evena and Jessica Rodriguez, Technical Services Library Technician**, co-taught the *Open Data* classes. The classes were successful. There were 53 in attendance. Big thanks to Jason Dhing, Library Board trustee, Larry Sullivan, community leader, and Paul Perez, LAMP volunteer, who attended the four sessions of training and gave feedback to the curriculum. Open Data is a grant-based project promoting data literacy by training librarians and community members how to find, use and give feedback about open data. This work has been made possible from the John S. Knight Foundation and by a talented and passionate community of supporters who have helped write, edit and present it. Participants learned about topics such as what is open data, why does it matter, and how is it used. Participants are given the opportunity to participate in the benefits that open data creates, more informed public decision, new business and new projects. Organizations with large budgets and people with advanced technical skills will more readily find and use this information; smaller groups and less technical people will need help getting started. Public librarians are skilled, trusted professionals embedded in urban and rural, large and small communities across the country, so it makes sense to integrate open data training and knowledge into libraries. By empowering librarians with the knowledge to find and use open data, and creating tools for libraries to teach their communities to find and use open data, this project will build learning materials in which everyone shares in the benefit and promise of open data.

2017 – 2018 TECHNICAL SERVICES GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Acquire ten Chromebooks to supplement existing computers and provide alternatives that offer mobility and versatility to support increased computer usage in the library.	Completed. The library purchased ten Chromebooks, a wireless printer and a charging station using the Southern California's grant <i>Building 21st Century Skills for Tweens and Teens</i> .
2. Elicit free online links and catalog records for government documents such as the census and congressional documents to allow 24/7 access by the public by participating in the Federal Depository Library Program's Cataloging Record Distribution Program.	Completed. Staff filled in the profile for getting the free online links and catalog records for government documents through the Federal Depository Library Program's Cataloging Record Distribution Program.
3. Further participate in the City's Website Committee to redesign and revamp the Library's Webpage to improve accessibility and boost interest.	Completed. Technical Services Senior Librarian Evena Shu attended the City's Website Committee on July 25. The Committee plans to invite representatives from each department who will be involved in setting the City's Website policy. The Library's Website Committee which includes representatives from different divisions revamped the library webpage in September 2017.

CIRCULATION SERVICES

The Library was closed on Easter Sunday. On Monday, April 2 Circulation staff checked in 655 items from the book return overnight drop.



April 8 – April 14 was National Library Week. Circulation celebrated with our patrons by giving out book bags and bookmarks. Tuesday, April 10 was National Library Worker Day which was recognized by our Friends of the Library with a luncheon for staff – Thank you very much!

Circulation began checking out the Starling kits on April 26. A signed agreement is required to check out as well as a library card in good standing.

Circulation Staffing



Circulation Library Clerk Lina Nguyen was the library Employee of the Month for April! She earned the nomination by completing the job tasks of two full-time Circulation Library Clerks who were out on FMLA leave the previous month while still working all her own job tasks, including additional desk duties.

Circulation is sad to report that long time part-time Library Clerk, Belinda Tran Zhao, worked her last day on April 29, 2018. She has worked in the library for more than ten years volunteering, then as a page and finally as a Circulation part-time Library Clerk. Due to her full-time job at the Montebello Library and recent marriage she has chosen to gain some free time and will no longer work here on the weekends. She will be missed!

2017 – 2018 CIRCULATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Investigate new 21st century technology in patron self checkout using the convenience of a mobile app on the patron's personal device to expedite customer service.

PROGRESS

Completed. The meeScan mobile app is now available and will allow a patron to select a book from the shelf and use their personal device to check the item out which sends the information to the library's computer system. The patron desensitizes the item near the Circulation desk and takes the item home. Testing has been completed, the desensitizer is available and staff trained to assist patrons.

2. Recruit and retain Circulation volunteers to assist in making available returned library materials quickly accessible for the public, fulfilling patron needs.

Ongoing. Staff continue to work with the library's volunteer coordinator to match Circulation's needs with available volunteers. Volunteers are an essential part of Circulation. Staff depend on reliable volunteers for assistance with returning library materials which allows library clerks to offer superior customer service to our patrons.

LAMP LITERACY / CITIZENSHIP

It was another busy month for passports. Staff accepted an all-time high of 345 passport applications. That is 100 more passports than the previous month! It took a total LAMP team effort to prepare for and execute another successful passport event during Cherry Blossom in which staff helped 132 people apply for their passport over the two days.

ESL and Citizenship Classes

Several of our instructors were out on vacation for a few weeks. Fortunately, LAMP was able to find substitutes so that the students could continue class without interruption. Betty Li, who is one of the Citizenship Coaches, substituted in the Monday Citizenship Class for Lilian Kawarantani. April Forrest, a previous ESL instructor, agreed to substitute the Conversation class for Daisy Liu. This seemed to rekindle the joy of teaching for April so she plans to return for the next semester.



Passports

The LAMP staff held another successful passport event at the Cherry Blossom Festival. This being the second year of offering this service, staff was better prepared to handle the large number of people that attended. Staff were set up inside City Hall, which was more conducive to the

process, and had additional staff on hand to shorten the wait time. In total LAMP took accepted 132 applications and made a total of \$4,770 over the two days. Once again staff received many kind words from customers who were grateful that the library offers this service.

The rest of the month was busy as well, with staff having taken 213 applications and 80 photos throughout the month. With the \$10 increase to the execution fee and \$5 increase to photos, LAMP collected a total of \$13,275 in passport fees in April. That is nearly double what was collected the previous month!



New Citizens- April

Yi Yu
JianJun Ma
Hongyong Zhai
Yinhong Lu
Zhuxian Liu
Rong Chen

LAMP Statistics for April 2018

Programs	114	
Program Attendance	1448	
Students Served this month	280	
Student hours	2257	
Total Students	YTD 678	Projected 1,650
Total Hours	YTD 18305	Projected 29,000
Passports	345	YTD 1392
Passport Revenue	\$13,275	YTD \$43,465

ESL and Citizenship Preparation Classes

Citizenship Preparation	Mondays	6:00 – 8:00 p.m.	Lilian Kawaratani
Citizenship Preparation	Wednesdays	10:00 a.m. – 12:00 p.m.	Anabelle Chu
Citizenship Preparation	Sundays	1:00 – 3:00 p.m.	Lee Zambrana
Citizenship Support	Wednesdays	12:00 – 1:00 p.m.	Betty Li
ESL Beginning Literacy	Sundays	3:00 - 4:30 p.m.	Esther Park
ESL Beginning Literacy	Fridays	10:00 a.m. – 12:00 p.m.	Lisa Duong
ESL Beginning Low	Mondays	6:00 – 7:30 p.m.	Sam Fechenbach
ESL Beginning High	Mon/Wed	12:00- 2:00 p.m.	Sam Fechenbach
ESL Intermediate Low	Tue/Wed/Thurs	1:00-3:00 p.m.	Nancy Gilmore
ESL Intermediate High	Mon/Tue/Wed	3:00 – 5:00 p.m.	Richard Hollingsworth
ESL Advanced	Tuesdays	7:00 – 8:30 p.m.	Sam Fechenbach
ESL Conversation	Sundays	1:00 – 3:00 p.m.	Daisy Liu

LAMP Staffing

Jose Garcia, Acting Literacy Administrator, executed a well-coordinated passport event during the Cherry Blossom festival. Jose created custom signage including a tablecloth, polo shirts for staff and lawn signs. The polo shirts in particular were so effective that many patrons would ask LAMP staff questions about the Cherry Blossom event itself. Overall, the LAMP staff were very efficient in assisting all the applicants.

On April 12, Jose hosted a Citizenship Coaches training in which he prepared volunteers to present mock interviews to assist students in preparation for their naturalization exams. Three people participated in the training and have begun assisting students.

Angelica Marquez, Part Time Library Clerk, assisted Jose with planning and preparing for the passport event. She made sure we had all the necessary supplies for the event. Additionally, Angelica continued to manage student attendance, adding or dropping

students from ESL or Citizenship classes. With the increase in appointments for passports, much of her time was also spent assisting patrons with passport related questions.

Hannah Chin, Part Time Library Clerk, continued to assist with phone calls to students regarding absences and adding students from the waiting lists. Hannah participated in the passport event on Saturday, April 21 and accepted 39 applications herself. That's half of the total for that day alone! Her vast experience in passport acceptance was very helpful during the event.

Jay Delgado, Part Time Library Clerk, worked primarily on passports. Jay assisted both days of the passport event and handled the bulk of the applications, executing 55 applications himself.

Gloria Nguyen, Part Time Library Clerk, continued to prepare students for their Naturalization exam and helped six more students become citizens this month. Additionally, she assisted patrons in making appointments for passports.

Rudy Jimenez, Part Time Library Page, continued to assist the office by shelving materials that had been returned and filing student records. Additionally, Rudy participated in the passport event, helping set up and clean up each day, and assisting patrons with photocopies or photos.

Kieu Truong, Part Time Library Page, continued to help in the office with translations and making appointments for passports when necessary. She helped prepare for the passport event by gathering all the supplies and forms that were needed. At the end of the event, she helped to put all materials back in their place.

2017 – 2018 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Develop a distance learning program that offers Citizenship Preparation to the community's Spanish speaking adult residents unable to attend onsite Citizenship classes.	Staff has begun researching content for citizenship preparation that can be loaded onto iPads for circulation.
2. Restructure initial assessment of adult learners to better assist the tutors in developing their curriculum around the needs and goals of the student.	Staff is researching what other Library Literacy Programs are currently using to assess their learners.

3. Boost passport application intake by increasing service hours and extending to include passport services during special events.

LAMP has scheduled to increase passport acceptance hours during peak months to include Sundays from 1-4 p.m. Another passport event was offered during the City's Cherry Blossom Festival on April 21 and 22.

CHILDREN'S SERVICES

Children's staff presented **44 in-library programs and storytimes** to **2,155 parents and children** during the month of April.

Staff also hosted **two field trips** to the library and **one school visit** which served a total of **97 teachers, parents and children**, bringing **total programming attendance to 2,252** for the month. Staff also answered **705 reference questions** in person and over the phone.

Type	QTY	QTY		% Change vs.	
Month	April 2018	March 2018	April 2017	March 2018	April 2017
Program Attendance	2155	2324	1888	-7%	+14%
Outreach Attendance	97	263	385	-63%	-74%
Reference Questions	705	653	833	+8%	-15%

Programming

Homework Help

Children's Department volunteers held **11 sessions of Homework Help** and assisted **31 children with 106 questions** over the course of the month.

Little Explorers

In April, 55 kids and 55 adults enjoyed spring themed activities at our Little Explorers program. Kids explored sensory bins filled with plastic grass, enjoyed the always popular bubble machine, and played with blocks and a flannel board.





Afterschool Art

This month, 18 kids and 8 adults used tissue paper and permanent markers to create works of art on ceramic tiles. They also used the markers and tissue paper to create suncatchers using contact paper. Each child put their own spin on the project and took home unique pieces of art.



Computer Class

Three children attended computer class in April, where staff taught basic photo editing, including how to rotate, crop and wrap pictures, how to remove backgrounds and replace them, and how to change the color of pictures. Attendees were very enthusiastic and thoroughly enjoyed the lesson. May 9 will be the final Computer Class of the school year.

Tween Program

During the April Tween Program, tweens and their parents put together three LEGO Boost Robots named "Vernie". They used three iPads to unlock levels inside the LEGO Boost app to build and code the Vernie Robot. Before the program ended, surveys were given to each participant and parent. Children's Services will hold a second session of the program in May.



Class Visits, Outreach and Field Trips

This month Children's Services served a **total of 97 children and adults** during **two field trips** to the library and **one school visit**.

1,000 Books Before Kindergarten

Children read **2,500 books** in the **1,000 Books Before Kindergarten** program, which encourages early literacy and learning in the home for children birth through preschool. Thirteen new children signed up for the program this month and 24 children read at least 100 books.

In all, families have read 121,500 books since the inception of the program in 2014.

Literacy Extension Corner

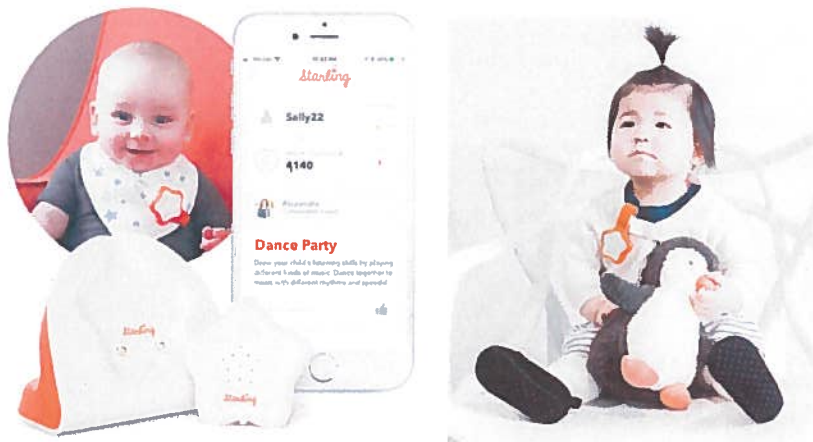
April's activity invited children to decorate spring butterflies to add to Children's "butterfly garden". Children and parents created colorful pieces which brightened up the department.

Two hundred and four children participated in the Literacy Extension during the month of April.



Collection

Children's Services added 20 Starling early education devices to the collection. The Starling measures the number of words caregivers speak to their children, an important factor in brain development for young children. Children's Services began lending the devices on Wednesday, April 25 and gave Katie MacDonald's Parent Education class the first opportunity to check them out. Diana and Kristin demonstrated the Starlings in storytimes later that week and by Thursday morning all were checked out. Staff has received very positive feedback from families who have checked out the devices and anticipate that the Starlings will become a popular item with families.



Staff also began offering Chromebooks for two-hour use by children and parents in the library.

Children's Staff began the intensive work of weeding the Picture Books and Non-fiction sections in order to prune back old, damaged and non-circulating books and to make room for new materials, especially in the very full Picture Books section. They have currently completed nearly two-thirds of Picture Books and approximately one-quarter of Non-fiction. They hope to be finished with both sections by August 2018.

Circulation Statistics

In April 77.3% of the library's total circulated items were Children's materials. A total of 13,635 children's items were checked out during this month.

CHILDREN'S CIRCULATION STATISTICS		
	April 18	
LOCATION	% of TOTAL CIRC	QTY
Children's Board	6.0%	1042
Children's Books on CD	0.0%	5
Children's CD	0.2%	30
CDVD	0.7%	115
CDVDF	0.2%	31
Children's Easy Fiction	11.0%	1915
Children's Easy Non-Fiction	4.1%	724
Children's Fiction	27.4%	4790
Children's Graphic Novels	4.5%	795
Children's International	3.5%	608
Children's Non-Fiction	8.4%	1476
Children's Paperbacks	10.7%	1871
Children's Periodical	0.1%	13
Children's Recordings	0.4%	71
Children's Audio Books	0.0%	5
Chinese Learning Collection	0.0%	6
Children's Starlings	0.1%	20
Tumblebooks		118
Total	77.3%	13,365

2017-18 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Add monthly puppet show program to expand literacy enrichment activities for children and caregivers.	Children's Services has put continuing puppet shows on hold until a new part-time Children's Librarian is hired.
2. Provide library outreach to classrooms and host field trips to the library for schools and child care centers.	Ongoing. In April Children's staff hosted field trips to the library by Montebello Adult School and Repetto Options, and also visited Repetto Elementary School serving a total of 97 children, teachers and caregivers.

Monterey Park Bruggemeyer Library Statistics Summary 2017-18

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
NEW PATRONS													
Total New Patrons Registered	285	379	281	291	237	147	270	243	257	243			
CIRCULATION													
Total Public Service Hours	183	201	166	193	164	150	177	160	190	176			
Library Visits	28,033	31,319	25,198	30,104	23,398	19,794	22,481	20,996	25,576	26,342			
Total Circulation	18,843	19,429	17,670	19,717	17,060	14,005	18,195	14,895	18,435	17,475			
PREVIOUS YEAR CIRCULATION													
Library Visits	25,973	29,889	28,528	30,589	23,953	21,489	23,808	24,107	31,519	26,785			
Total Circulations	18,021	18,735	17,656	21,920	17,742	15,782	17,508	18,303	20,851	19,170			
CIRCULATION MATERIALS													
Circulation of Children's Materials	12,574	14092	13561	15,221				11544	14270	13365			
Circulation of Adults Materials	5,447	5,374	4,109	4,468	3,859	3,470	3,787	3,377	4,121	3881			
Circulation of ebooks								149	194	166			
Adult/YA													
Adult Reference Questions	583	735	608	614	536	409	591	447	585	594			
Number of Technology Reference Questions	449	685	541	1,053	639	439	484	504	528	715			
Number of Completed Technology Reference	449	685	541	1,053	639	439	484	504	528	715			

Transactions	18	28	16	25	16	6	18	23	24	22		
Adult Programs - Number	18	28	16	25	16	6	18	23	24	22		
Adult Programs - Attendance	407	543	357	790	175	97	262	607	377	327		
Adult Friends Sp. Program - Attendance	182	157	22	365	22	27	70	200	186	93		
Young Adult Program Number	6	5	8	3	6	5	7	7	5	6		
Young Adult Programs Attendance	168	162	308	56	98	87	136	320	79	279		
Young Adult Friends Sp. Programs - Number	0	0	0	0	0	0	0	0	0	0		
YA Friends SP Program- Attendance	0	0	0	0	0	0	0	0	0	0		
Adult Friends Sp. Programs - Num	6	4	1	5	1	1	1	2	4	3		
LAMP												
LAMP Reference Questions		871	519	635	505	566	845	750	938	1009		
LAMP/Citizenship Programs- Number	58	96	91	119	131	67	86	96	109	114		
Adult Literacy Program Attendance	417	1259	1557	1691	1429	704	824	1293	1473	1448		
LAMP Preschool - Number	0	0	0	2	0	0	0	0	0	0		
LAMP Preschool - Attendance	0	0	0	53	0	0	0	0	0	0		
LAMP School Age - Number	16	0	0	2	4	0	0	0	0	0		
LAMP School Age - Attendance	78	0	0	18	29	0	0	0	0	0		
Passport Services	104	105	70	105	93	76	128	122	244	345		

CHILDREN												
Children's Reference Questions	644	734	827	945	642	475	679	583	653	705		
Children's Outreach	287	27	52	210	224	70	157	103	263	97		
Children's Program Number	50	38	44	48	45	26	45	42	41	47		
Children's Program Attendance	2,935	1884	1931	2009	1635	1312	1613	1491	2324	2252		
Pre-School Programs- Number	9	15	15	16	20	10	16	17	16	17		
Pre-School Programs- Attendance	762	1011	893	799	902	554	782	867	1257	1176		
School Age Programs - Number	41	23	29	32	25	16	27	25	25	30		
School Age Programs - Attendance		873	1038	1210	733	758	831	624	1330	1076		
Children's Program Friends Sp. -Number	2	0	0	0	0	1	0	0	0	0		
Children's Program Friends Sp. - Attendance	270	0	0	0	0	258	0	0	0	0		
INTERLIBRARY LOANS												
ILL loans to other	1	1	1	1	0	0	3	0	0	1		
ILL loans received	1	1	0	0	0	0	0	1	1	1		
COLLECTION TOTALS												
Adult volume added	254	362	174	401	222	117	201	272	285	343		
Children's volume added	97	335	404	236	130	110	225	352	396	408		
Items Deleted	647	1,730	474	517	418	370	838	40	839	1726		
Total Vols in Collection	153,926	152,894	153045	153156	153092	153028	152600	153196	153043	152069		

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

April 2018

Submitted by Evena Shu, Technical Services Senior Librarian

April 1st, 2018	Cumulated Total	Cumulated Deleted	Added April 2018	Deleted April 2018	Gain/Loss April 2018	Changes April 2018
Items records	152,069	241,033	752	1,726	-974	
Bib records	133,329	186,537	496	1,339	-843	1,668
Authority records	109,950	76,465	597	749	-152	
Order records	16,952	68,088	320	0	320	
March 1st, 2018	Cumulated Total	Cumulated Deleted	Added March 2018	Deleted March 2018	Gain/Loss March 2018	Changes March 2018
Item records	153,043	239,307	686	839	-153	
Bib records	134,172	185,198	732	526	206	5,421
Authority records	110,102	75,716	608	403	205	
Order records	16,632	68,088	475	2	473	

CIRCULATION STATISTICS	ITEMS	PERSONS	HOURS
ATTENDANCE		26,342	
HOURS OPEN			176
CHECK-OUT AND RENEWAL	17,475		
CHECK-IN	15,741		

PATRON REQUESTED HOLDS 115

FILLED HOLDS 109

Monterey Park	98
Alhambra	1
Los Angeles County	8
Rosemead 6	
Montebello 0	
Cerritos	2
Total	109

MEESCAN	Total number of sessions	19
USAGE	Items checked out	71

SELF-CHECKOUT MACHINE USAGE

Patrons by Day of the Week

<u>DAY</u>	<u>OK</u>	<u>REFUSED</u>	
SUN	89	2	
MON	116	17	
TUE	61	10	
WED	48	2	
THU	51	6	
FRI	7	0	
SAT	41	8	
TOTAL	413	45	458 Patrons
March 2018 total	411	39	450

Items By Day of the Week

<u>DAY</u>	<u>REFUSED</u>	<u>ISSUED</u>	<u>RENEWED</u>	
SUN	4	355	4	
MON	11	411	4	
TUE	6	179	1	
WED	3	127	2	
THU	8	122	0	
FRI	0	12	0	
SAT	3	161	0	
TOTAL	35	1,367	11	1,413 items
March 2018 total	21	1,593	5	1,619

LAMP MONTHLY STATISTICAL REPORT

April 2018

A. TUTORS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2017 - 2018	
	#	HOURS			#	HOURS	#	HOURS	#	HOURS
ESL	6	96	0	0	6	97	9	714	10	1200
CITIZENSHIP	7	61	3	3	7	43	10	512	40	1000
BASIC	16	52	0	0	16	53	19	619	40	1200
FFL	0	0	0	0	0	0	0	0	0	0
ELLI	0	0	0	0	0	0	4	143	10	900
TOTAL	29	209	3	3	29	193	42	1988	100	4300

B. LEARNERS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2017 - 2018	
	# of students	# of hrs			# of active students	# of hrs	# of students	# of hrs	# of students	# of hrs
ESL	163	1856	4	22	145	1562	347	13732	650	19000
CITIZENSHIP	119	639	21	24	116	642	253	5935	500	7500
BASIC (1-to-1)	18	52	1	0	19	53	27	619	50	1000
DIST. LEARNING	0	0	0	0	0	0	2	30	120	
FFL - Adults	0	0	0	0	0	0	12	12	50	50
FFL - Children	0	0	0	0	0	0	41	41	50	50
ELLI	0	0	0	0	0	0	22	193	80	1400
TOTAL	300	2547	26	46	280	2257	704	20562	1500	29000

* Total from previous month + new tutor/students

C. TRAINING WORKSHOPS

	Last Month	This Month	YTD	Projected 2017-2018
Workshops Held	0	1	5	10
# of Tutors Trained	0	3	19	75

D. STUDENTS WAITING

ESL & citizenship classes	28
One-to-one	46
Referred to other institutions	3

E. OFFICE VOLUNTEERS

# OF VOLUNTEERS	2
HOURS	15

US CITIZENS	New	YTD
Passed	6	63

Passports	New	YTD
Executed	345	1392

Reference Qs	New	YTD
ESL	137	1854
Citizenship	157	1321
Passports	715	3463



Library Board of Trustees Staff Report

DATE: May 15, 2018

AGENDA ITEM NO: 6

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Computers for Circulation

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Approving the proposed purchase; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The library needs to replace failing computers in the Circulation Division. It is proposed that six computers be purchased with payment from the library's Automation trust account.

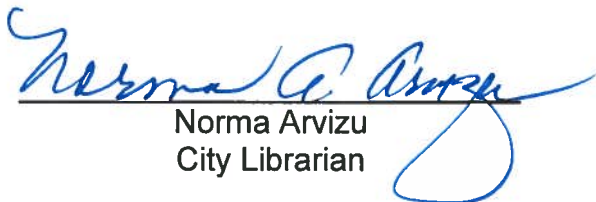
BACKGROUND:

None

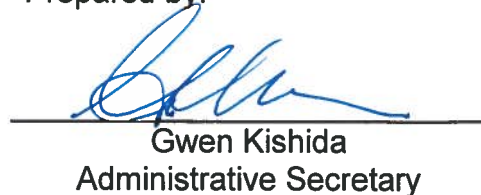
FISCAL IMPACT:

A cost not to exceed \$8,105.54 to be charged to the library's Automation trust account.

Respectfully submitted by:


Norma Arvizu
City Librarian

Prepared by:


Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Computers for Circulation

ATTACHMENT 1

Computers for Circulation

PURCHASE REQUISITION

☒ REQUEST FOR PURCHASE ☐ CHANGE ORDER TO P.O. # _____


☐ OTHER _____

☐ OTHER _____

No.

Phone (626) 307-1346

**ADDED AREA TO
COMPLETED BY
PURCHASING**

DATE REQUESTED		DATE REQUIRED		DELIVER TO: LIBRARY		ADDRESS: 318 S. RAMONA AVENUE MONTEREY PARK, CA 91754	
5-16-18		ASAP		ATTN: Norma Arvizu, City Librarian			
ITEM NO.	QUANTITY	COMPLETE DESCRIPTION					
1	6	Purchase of six (6) OptiPlex 7050 computers as specified in Quotation #3000024772618.1					
2	1	Environmental Fee					
3	1	Estimated Tax on Taxable Amount (\$6,168.06)					
		Not to exceed \$8,105.54					
		Authorized personnel: Norma Arvizu and Gwen Kishida					
REQ. BY Gwen Kishida		EXT. 269		RECOMMENDED VENDOR INFORMATION (OPTIONAL)			
DEPT. Library - 6000				VENDOR NAME: Dell Marketing LP			
DEPT. APPROVAL 				ADDRESS: One Dell Way, RR8707			
				CITY, ST, ZIP: Round Rock, TX 78682			
1	ACCT NO. 0075450007508260	AMT. \$8,105.54	2	ACCT NO.	AMT.	3	ACCT NO.
BUDGETED: \$20,708.97	SPENT: \$0.00	UNENCUMBERED: \$20,708.97	BUDGETED:	SPENT:	UNENCUMBERED:	BUDGETED:	SPENT:
DESCRIPTION: Library Automation and Water Bill Donation trust account		DESCRIPTION:		DESCRIPTION:		DESCRIPTION:	
4	ACCT NO.	AMT.	5	ACCT NO.	AMT.	6	ACCT NO.
BUDGETED:	SPENT:	UNENCUMBERED:	BUDGETED:	SPENT:	UNENCUMBERED:	BUDGETED:	SPENT:
DESCRIPTION:		DESCRIPTION:		DESCRIPTION:		DESCRIPTION:	
INFORMATION LISTED BELOW FOR PURCHASING USE ONLY							
CONFIRMING ORDER: <input type="checkbox"/> NO <input type="checkbox"/> YES		CONFIRMED TO: NAME:		CONFIRM DATE:		BUDGET APPROVAL:	
VENDOR NAME:		VENDOR NO:		P.O. NO		P.O. DATE	
ADDRESS:				F.O.B. DEST.		PP & CHG	
CITY, ST, ZIP:		ATTN:		EST. DELIVERY DATE:		PURCHASING APPROVAL:	
				TERMS:			

ADDITIONAL REMARKS:



A quote for your consideration!

Total: \$8,105.54

Based on your business needs, we put the following quote together to help with your purchase decision. Please review your quote details below, then contact your sales rep when you're ready to place your order.

Quote number: 3000024772618.1	Quote date: May 7, 2018	Quote expiration: Jun. 6, 2018	Deal ID: 13879400
Company name: CITY OF MONTEREY PARK	Customer number: 58380	Phone: (818) 307-1346	
Sales rep information: David Cantu D_Cantu@Dell.com (800) 456-3355 Ext: 80000	Billing Information: CITY OF MONTEREY PARK 320 W NEWMARK AVE MONTEREY PARK CA 91754-2818 US (818) 307-1346		

Pricing Summary

Item	Qty	Unit Price	Subtotal
OptiPlex 7050 SFF	6	\$1,253.26	\$7,519.56
Subtotal:			\$7,519.56
Shipping:			\$0.00
Environmental Fees:			\$0.00
Non-Taxable Amount:			\$1,351.50
Taxable Amount:			\$6,168.06
Estimated Tax:			\$585.98
Total:			\$8,105.54

Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

Dear Customer,

Your Quote is detailed below; please review the quote for product and information accuracy. If you find errors or desire certain changes please contact me as soon as possible.

Regards,
David Cantu

Order this quote easily online through your [Premier page](#), or if you do not have Premier, using [Quote to Order](#)

Shipping Group 1

Shipping Contact:	Shipping phone:	Shipping via:	Shipping Address:
JASON SAM	(626) 307-1208	DELL Standard Delivery	320 W NEWMARK AVE MONTEREY PARK CA 91754-2818 US

SKU	Description	Qty	Unit Price	Subtotal
	OptiPlex 7050 SFF	6	\$1,253.26	\$7,519.56
	Estimated delivery date: May 15, 2018 Contract No: WN03AGW Customer Agreement No: MNWNC-108/7157034003			
210-AKOK	OptiPlex 7050 Small Form Factor XCTO	6	-	-
338-BKYX	Intel Core i7-7700 (QC/8MB/8T/3.6GHz/65W); supports Windows 10/Linux	6	-	-
619-AHKN	Win 10 Pro 64 English, French, Spanish	6	-	-
658-BCSB	Microsoft(R) Office 30 Days Trial	6	-	-
329-BDHJ	OptiPlex 7050 SFF with 180W up to 85% efficient Power Supply (80Plus Bronze)	6	-	-
490-BBFG	Intel Integrated Graphics, Dell OptiPlex	6	-	-
370-ADJS	16GB 2x8GB 2400MHz DDR4 Memory	6	-	-
631-ABGK	Intel vPro Technology Enabled	6	-	-
400-ANPQ	256GB 2.5inch SATA Class 20 Solid State Drive	6	-	-
401-AANH	2nd Hard Drive: not included	6	-	-
631-ABGL	Intel Ready Mode Technology	6	-	-
817-BBBN	NO RAID	6	-	-
325-BBRJ	DVD+/-RW Bezel, Small Form Factor	6	-	-

429-AAJV	Tray load DVD Drive (Reads and Writes to DVD/CD)	6	-	-
658-BBTV	CMS Essentials DVD no Media	6	-	-
555-BBKH	No Bcom required	6	-	-
555-BBFO	No Wireless LAN Card	6	-	-
385-BBCR	No Media Card Reader	6	-	-
580-ADJC	Dell KB216 Wired Multi-Media Keyboard English Black	6	-	-
275-BBBW	Dell MS116 Wired Mouse, Black	6	-	-
525-0061	Dell Endpoint Security Suite Enterprise, 1 Year	6	-	-
807-9601	ProSupport for Software, Dell Endpoint Security Suite Enterprise, 1 Year	6	-	-
817-BBBB	No FGA	6	-	-
575-BBGD	Bracket for 2.5 inch Hard Drive Disk, Small Form Factor, OptiPlex	6	-	-
450-AAOJ	System Power Cord (Philipine/TH/US)	6	-	-
340-ABJI	No Diagnostic/Recovery CD media	6	-	-
525-BBCL	SupportAssist	6	-	-
640-BBLW	Dell(TM) Digital Delivery Cirrus Client	6	-	-
658-BBMR	Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)	6	-	-
658-BBRB	Waves Maxx Audio	6	-	-
658-BCUV	Dell Developed Recovery Environment	6	-	-
340-AGIK	Safety/Environment and Regulatory Guide (English/French Multi-language)	6	-	-
332-1286	US Order	6	-	-
340-ABKW	No Quick Reference Guide	6	-	-
461-AABF	No CompuTrace	6	-	-
329-BBJL	TPM Enabled	6	-	-
575-BBBI	No Integrated Stand option	6	-	-
470-AAJL	NO ADAPTER	6	-	-
387-BBLW	E-Star 6.1 & TCO 5.0 Driver, Service Install Module	6	-	-
620-AALW	OS-Windows Media Not Included	6	-	-

340-BKFK	Ship Material for Opti 5050 SFF	6	-	-
389-BBUU	Shipping Label for DAO	6	-	-
382-BBDN	VGA Video Port (Low Profile)	6	-	-
389-BRPU	MOD,LBL,REG,SFF,MEX,EPA,7050	6	-	-
389-BCGW	No UPC Label	6	-	-
555-BBFO	No Wireless LAN Card	6	-	-
389-BRER	Intel Core i7 vPRO Label	6	-	-
812-3886	Dell Limited Hardware Warranty Plus Service	6	-	-
812-3894	ProSupport: 7x24 Technical Support, 3 Years	6	-	-
812-3908	ProSupport: Next Business Day Onsite 3 Years	6	-	-
989-3449	Thank you choosing Dell ProSupport. For tech support, visit http://support.dell.com/ProSupport or call 1-866-516-3115	6	-	-
984-0092	Keep Your Hard Drive, 3 Year	6	-	-
365-0531	Client ProSupport Asset Label with Company Name	6	-	-
377-8262	CFI,Information,VAL,CHASSISDEF,Factory Install	6	-	-
817-BBBC	Not selected in this configuration	6	-	-
			Subtotal:	\$7,519.56
			Shipping:	\$0.00
			Environmental Fees:	\$0.00
			Estimated Tax:	\$585.98
			Total:	\$8,105.54

Unless you have a separate written agreement that specifically applies to this order, your order is subject to Dell's Terms of Sale (for consumers the terms include a binding arbitration provision). Please see the legal disclaimers below for further information.

Important Notes

Terms of Sale

Unless you have a separate written agreement that specifically applies to this order, your order will be subject to and governed by the following agreements, each of which are incorporated herein by reference and available in hardcopy from Dell at your request: Dell's Terms of Sale (www.dell.com/learn/us/en/uscorp1/terms-of-sale), which include a binding consumer arbitration provision and incorporate Dell's U.S. Return Policy (www.dell.com/returnpolicy) and Warranty (for Consumer warranties ; for Commercial warranties).

If this purchase includes services: in addition to the foregoing applicable terms, the terms of your service contract will apply (Consumer;Commercial). If this purchase includes software: in addition to the foregoing applicable terms, your use of the software is subject to the license terms accompanying the software, and in the absence of such terms, then use of the Dell-branded application software is subject to the Dell End User License Agreement - Type A (www.dell.com/AEULA) and use of the Dell-branded system software is subject to the Dell End User License Agreement - Type S (www.dell.com/SEULA).

If your purchase is for Mozy, in addition to the foregoing applicable terms, your use of the Mozy service is subject to the terms and conditions located at <https://mozy.com/about/legal/terms>.

You acknowledge having read and agree to be bound by the foregoing applicable terms in their entirety. Any terms and conditions set forth in your purchase order or any other correspondence that are in addition to, inconsistent or in conflict with, the foregoing applicable online terms will be of no force or effect unless specifically agreed to in a writing signed by Dell that expressly references such terms.

Pricing, Taxes, and Additional Information

All product, pricing, and other information is valid for U.S. customers and U.S. addresses only, and is based on the latest information available and may be subject to change. Dell reserves the right to cancel quotes and orders arising from pricing or other errors. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, including your Customer Number, to the Dell Tax Department at 800-433-9023. Please ensure that your tax-exemption certificate reflects the correct Dell entity name: **Dell Marketing L.P.**

Note: All tax quoted above is an estimate; final taxes will be listed on the invoice.

If you have any questions regarding tax please send an e-mail to Tax_Department@dell.com.

For certain products shipped to end-users in California, a State Environmental Fee will be applied to your invoice. Dell encourages customers to dispose of electronic equipment properly.